HRLAD
Time and Leave Administration
Chapter 6 – System Generated Leave Quota Corrections

AASIS Support Center, Diane Hill
04/13/06. Revised to V3

System Generated Leave (Quota) Corrections FACTS

- Leave (Quota) Corrections, Infotype 2013, should only be used to increase or decrease an existing absence quota balance.
- Always verify in Infotype 2006 (Absence Quotas) or PT50 (Quota Overview) that a quota exists for the quota type with a valid end date of 12/31/9999 with the exception of Family Medical Leave before creating a quota correction. The valid end date for Family Medical Leave is always December 31 of the calendar year. Infotype 2006 must always be created before creating Infotype 2013.
- If no quota exists with an end date of 12/31/9999 or Family Medical Leave with an end date of 12/31/xxxx, you must create it in Transaction PA61 (Maintain Time Data), Infotype 2006 (Absence Quotas) before creating a quota correction.

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The system generated Absence Quotas (annual, sick, holiday/birthday, compensatory time, etc.) are based on the statewide eligibility criteria.

System Generated Leave (Quota) Corrections FACTS

- The preferred and easiest method to create absence quotas is to let the system generate the first accrual in time evaluation to establish both a deduction and valid begin and end date with the exception of Family Medical Leave and Catastrophic Leave.
- Leave (Quota) corrections will reduce or increase the employee's entitlement total.
- Incorrect timesheet entries must be corrected in CATS if in the current payroll fiscal year. If entries were made in a prior fiscal year, a quota correction must be performed.
- **Documentation must be kept for the reason the quota correction was made for audit purposes.**

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System Generated Leave (Quota) Corrections

Instances where this infotype will need to be created are:

1) During Audit an error is discovered in accrued absence quota beyond the fiscal year.
2) Employees transferring from non-participating agencies where the absence quota balance is accepted by the receiving agency. If the system has not generated a quota, create Infotype 2006 (Absence Quotas) before creating Infotype 2013 (Quota corrections).
3) Employees rehired within two pay periods where the employee must pay back annual lump sum payout.

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6-4

Annual leave accrual rate for every eligible employee is based on a Seniority date (years of State service). Sick leave for full-time employees is 8.0 hours. Part-Time employees accrue annual and sick leave at a proportionate rate for each calendar month.

Accrual rates will change on the first day of the month following eligibility for the next higher annual accrual rate.

Leave Without Pay (LWOP) hours determine the eligibility for sick and annual leave accrual.

System Generated Leave (Quota) Corrections

Instances where this infotype will need to be created are:

4) Employee has received compensation through Workers' Compensation in addition to being compensated by their own leave.
5) Re-instatement – When an employee is reinstated with all benefits restored.
6) Family Medical Leave.

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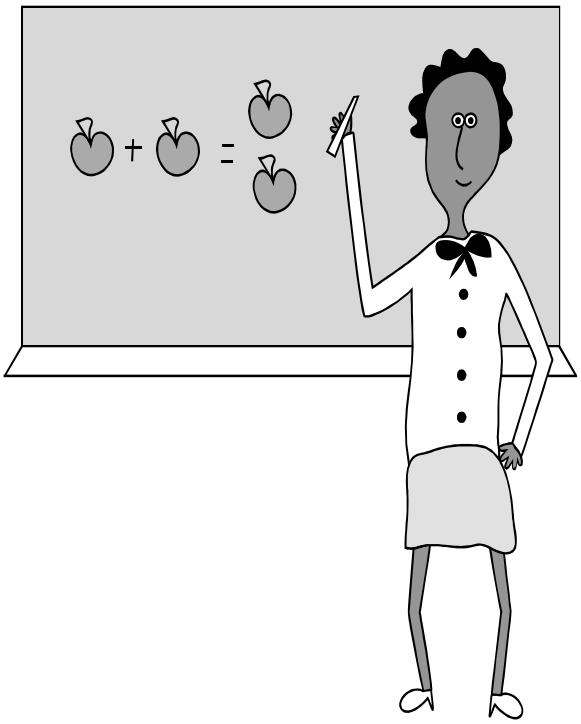
System Generated Leave (Quota) Corrections



Eligibility should be researched before making quota corrections in the AASIS System

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6-6

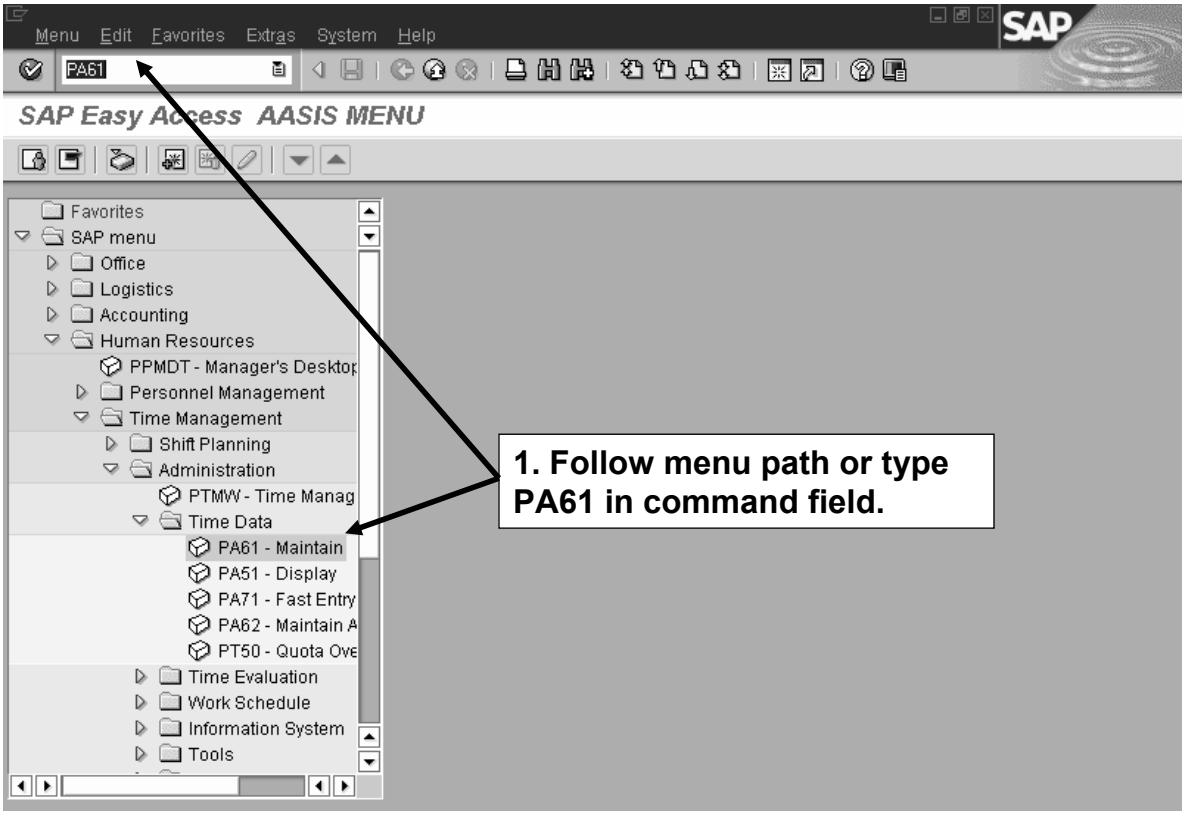
Accruals for annual and sick occurs on the 15th and the last day each month and is credited to the employee on the last day of the month.

Accrued leave (annual and sick) that occurs on the 15th of each month is not transferred to the quota until the end of the month to determine eligibility based on the 10 day LWOP rule.

Note: When making adjustments to an employee's system generated quota(s), the quota will not update until a successful time evaluation has run.

Remember proper documentation must be maintained for audit purposes.

PA61 - System Generated Quota Corrections



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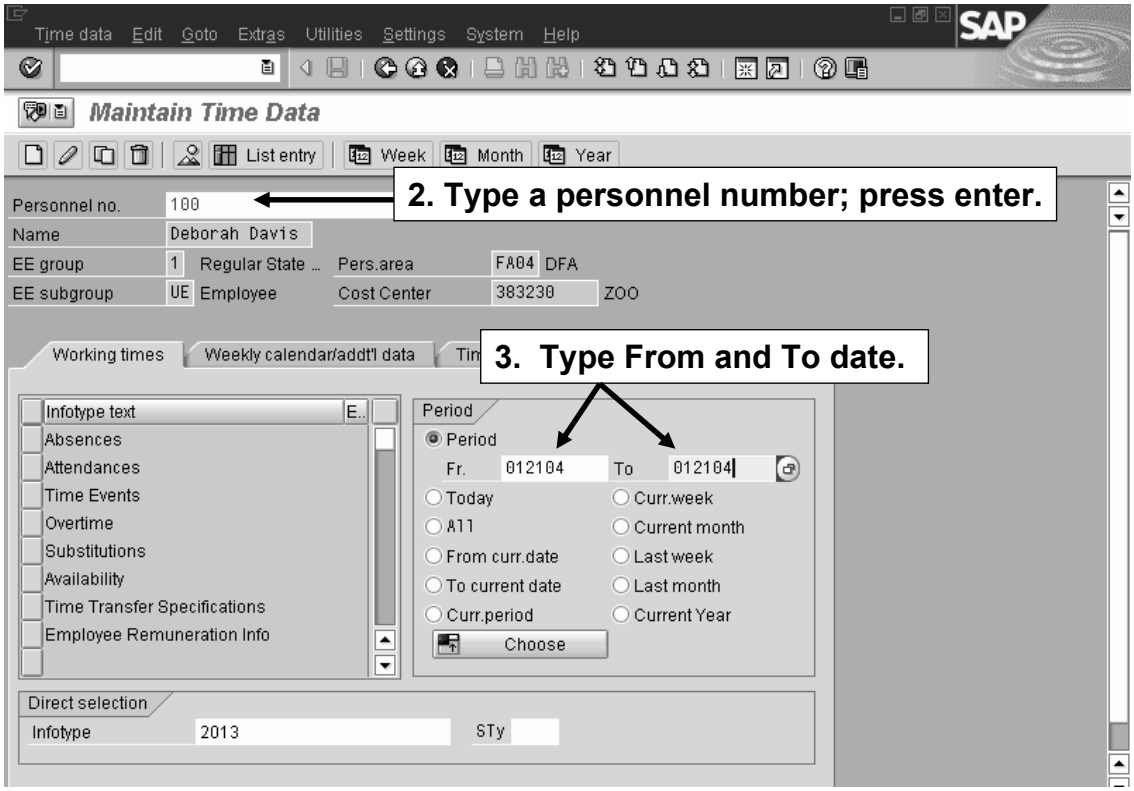
6-7

Menu path:

Human Resources > Time Management > Administration > Time Data > Maintain.

PA61 - System Generated Quota Corrections



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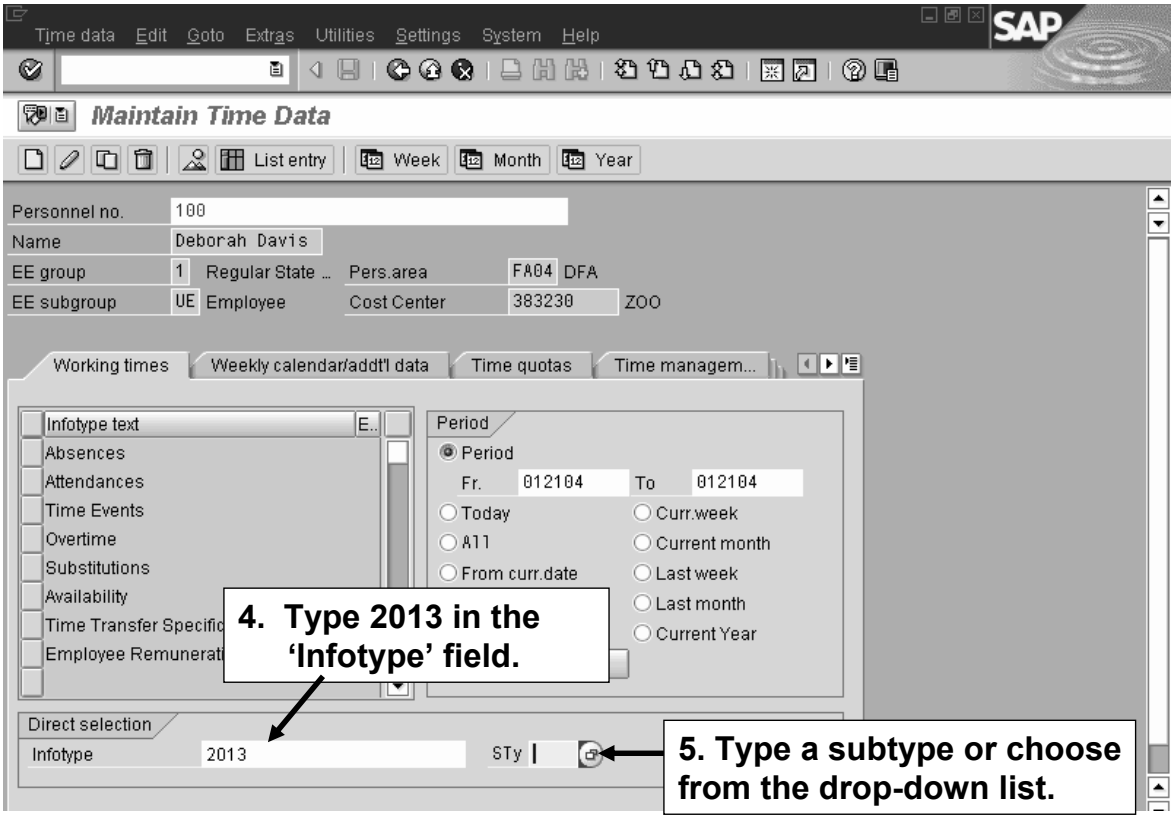
6-8

When making quota corrections for leave adjustment, it is recommended to use the current day for the correction.

PA61 - System Generated Quota Corrections



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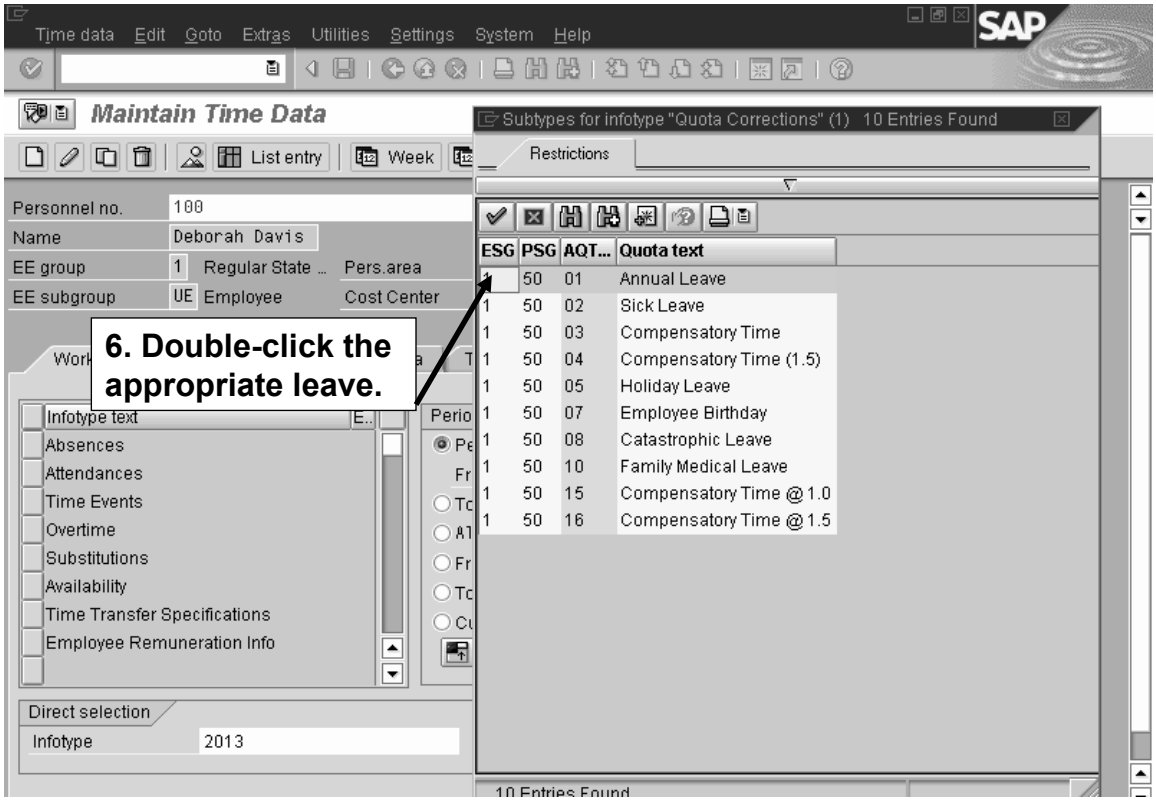
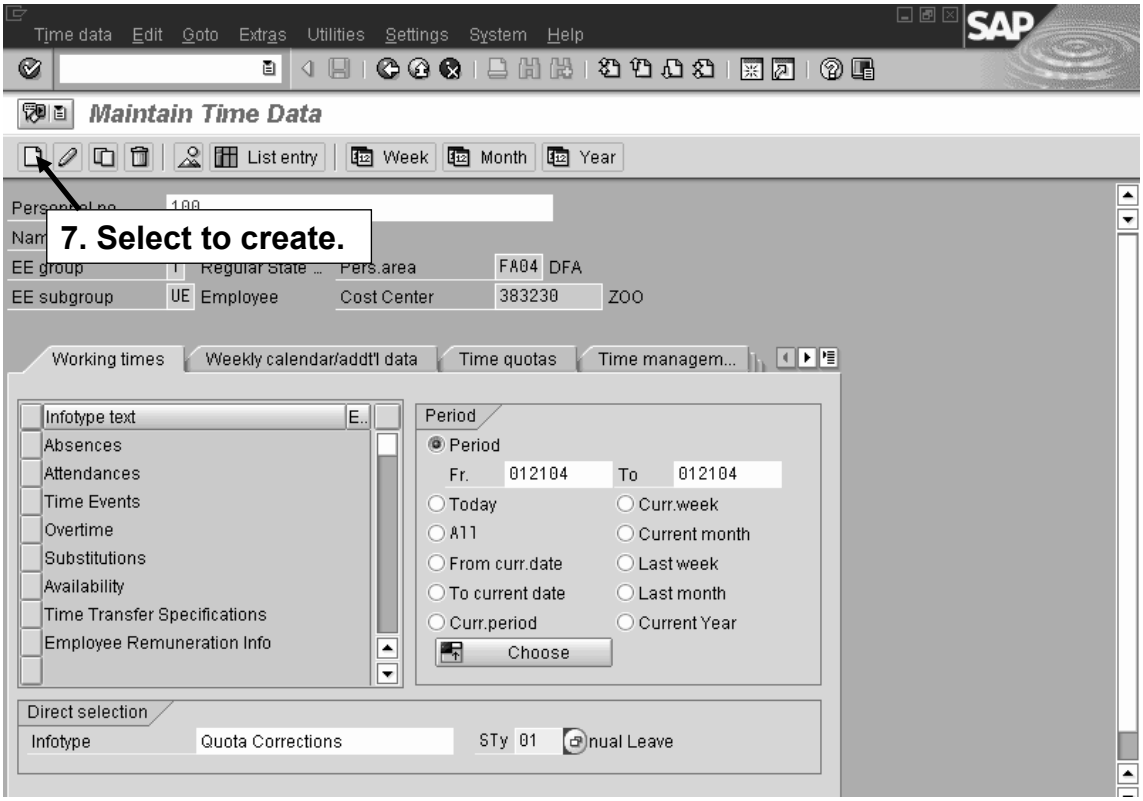
6-9

If you entered a subtype, skip to step 7. If you chose the drop-down list, proceed with step 6.

PA61 - System Generated Quota Corrections



PA61 - System Generated Quota Corrections



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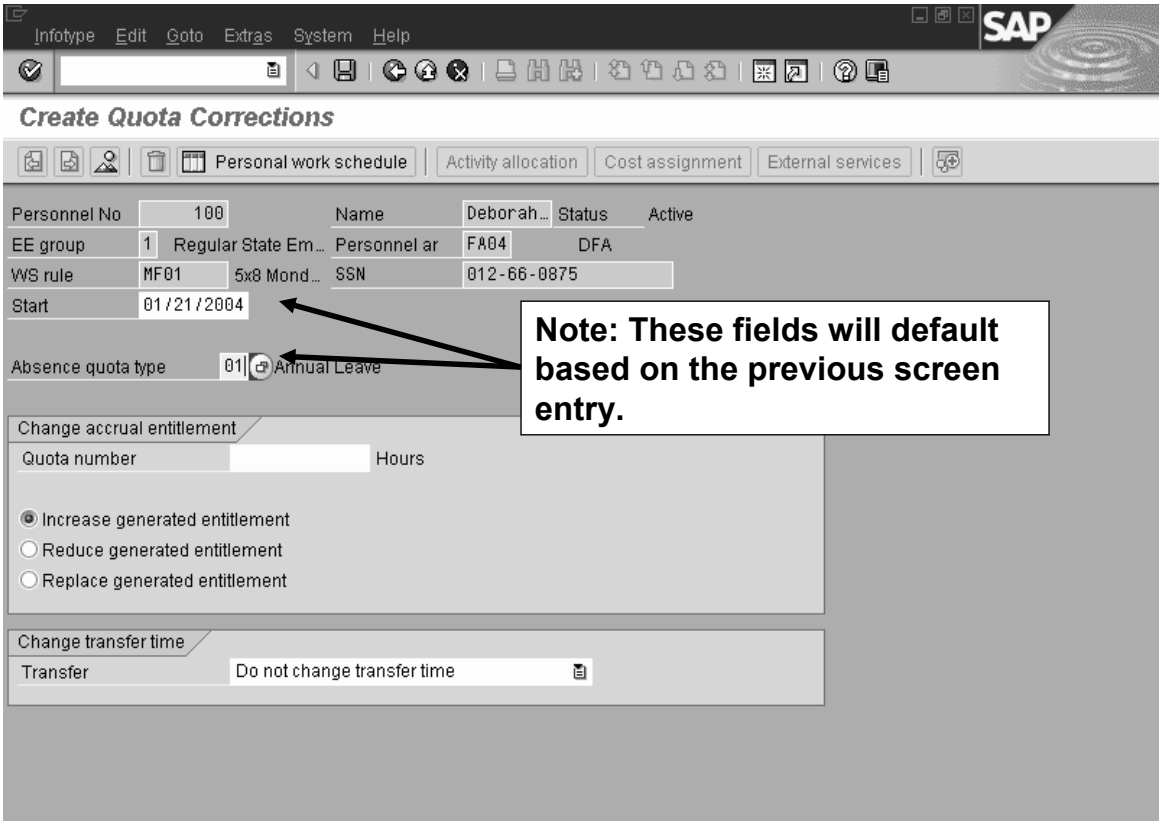
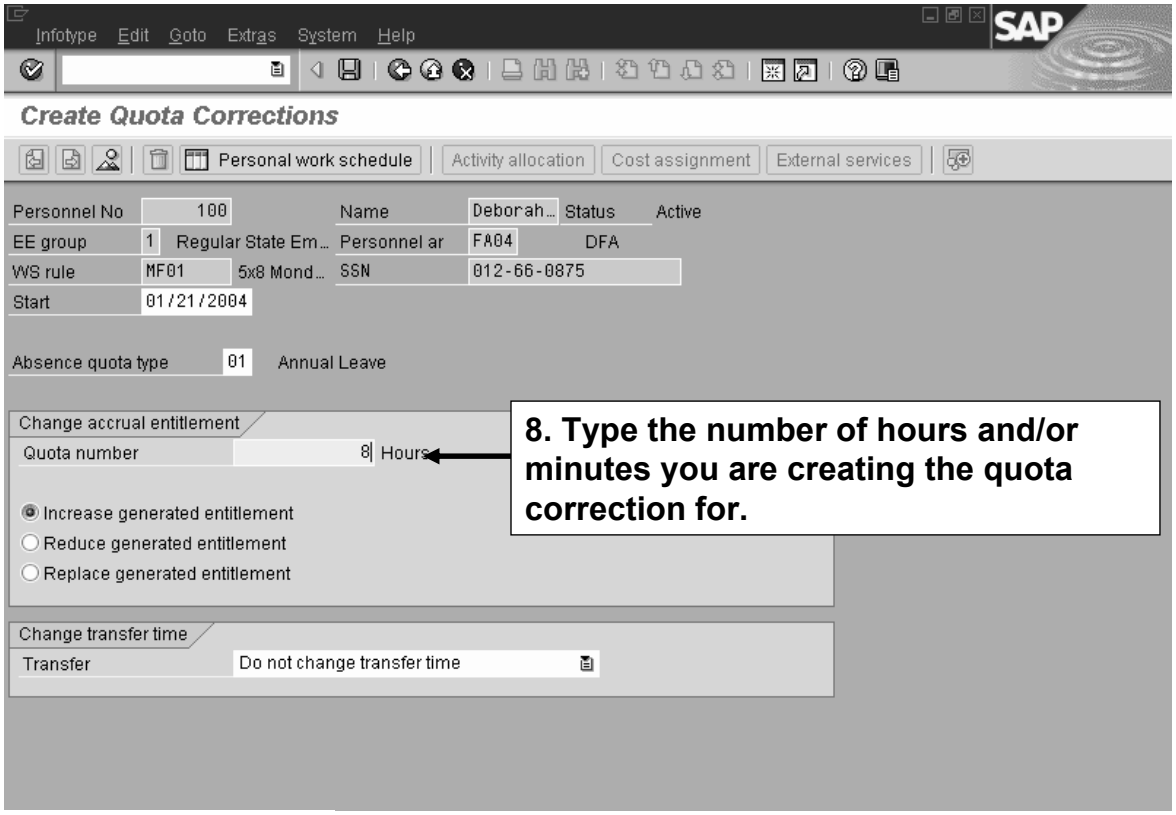
6-11

PA61 - System Generated Quota Corrections



PA61 - System Generated Quota Corrections



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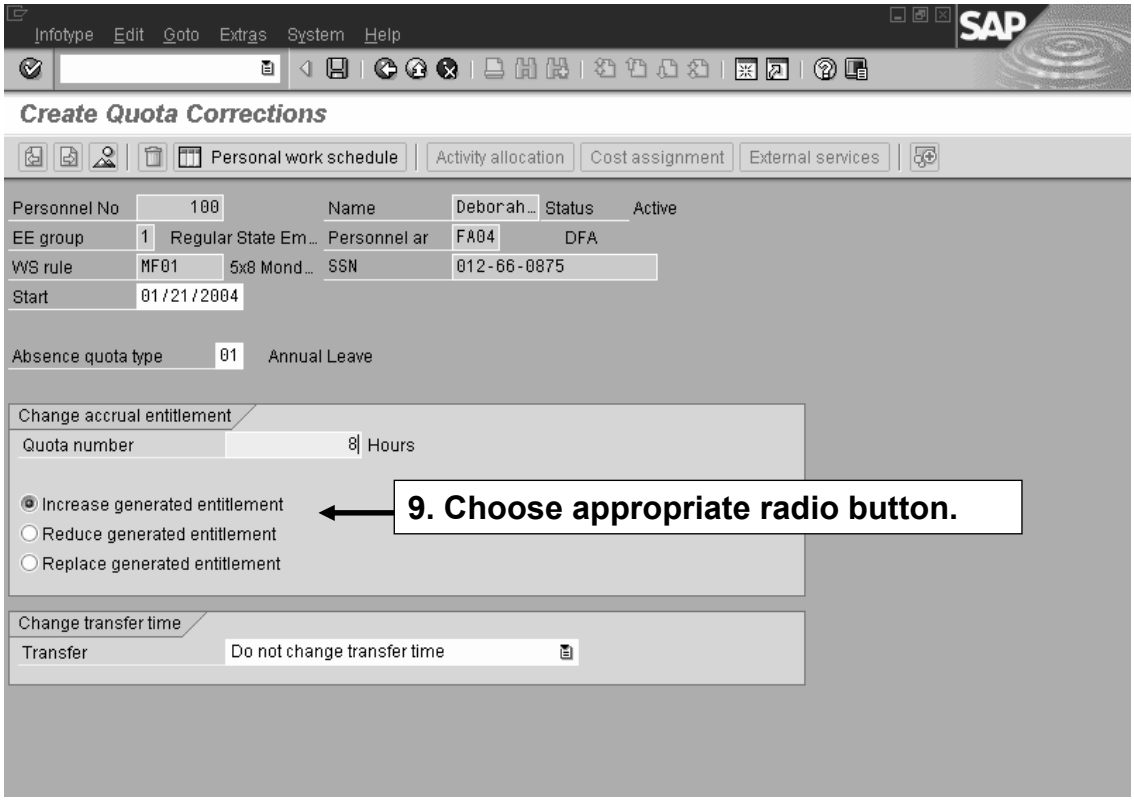
6-13

Note: Minutes must be entered in fractions of an hour. (15 min = .25; 30 min. = .50; 45 min. = .75)

The amount entered in this field will either increase or decrease the existing quota and the entitlement in Transaction PT50- Quota Overview.

<u>If you are reducing hours, do not put a minus sign in the 'Quota number' field.</u>

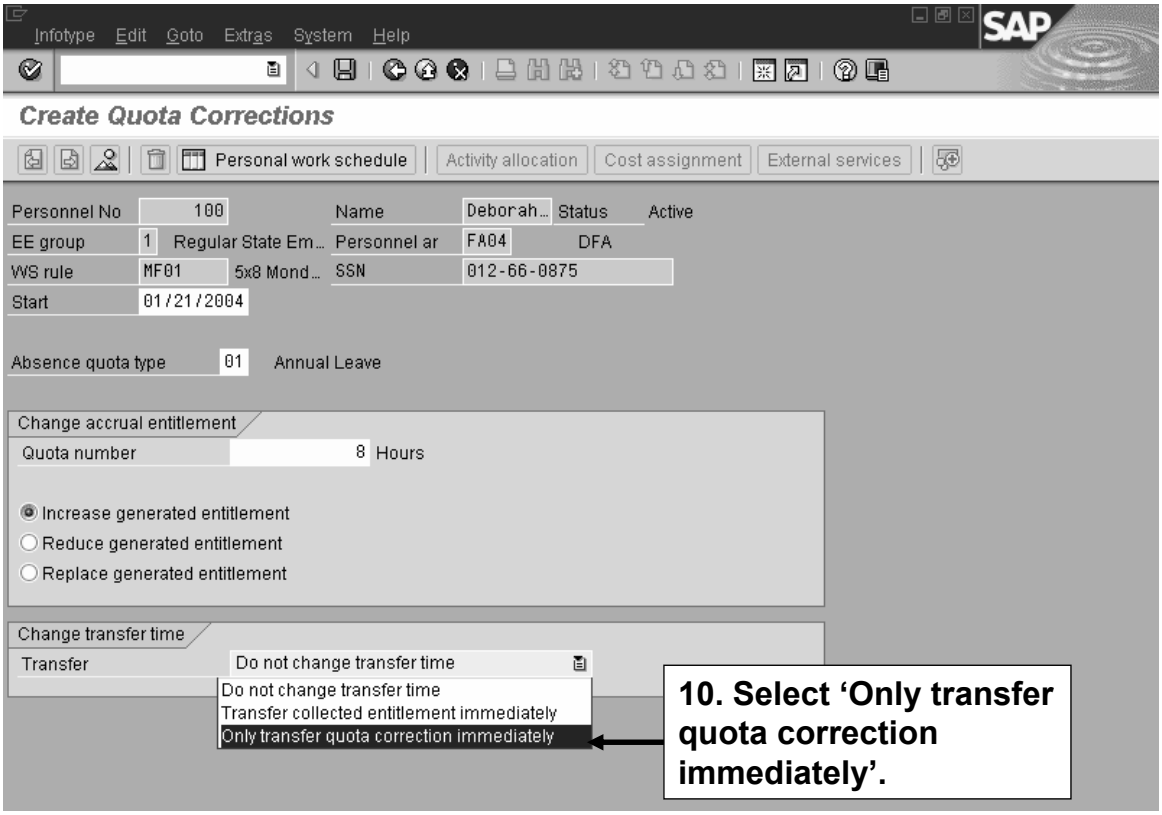
PA61 - System Generated Quota Corrections



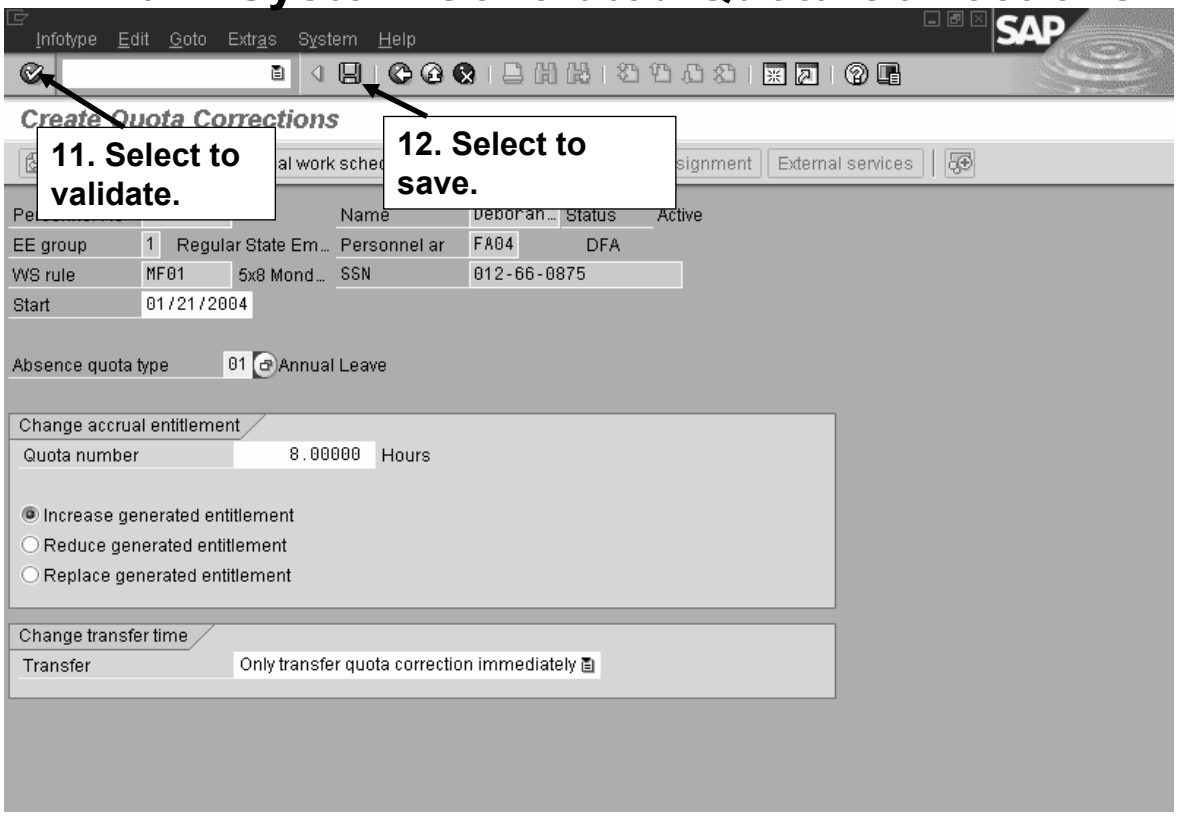
Always use the 'Increase generated entitlement' radio button to increase a quota and Always use 'Reduce generated entitlement' to reduce a quota amount.

DO NOT select the 'Replace generated entitlement' radio button! AASIS is not using this option at this time.

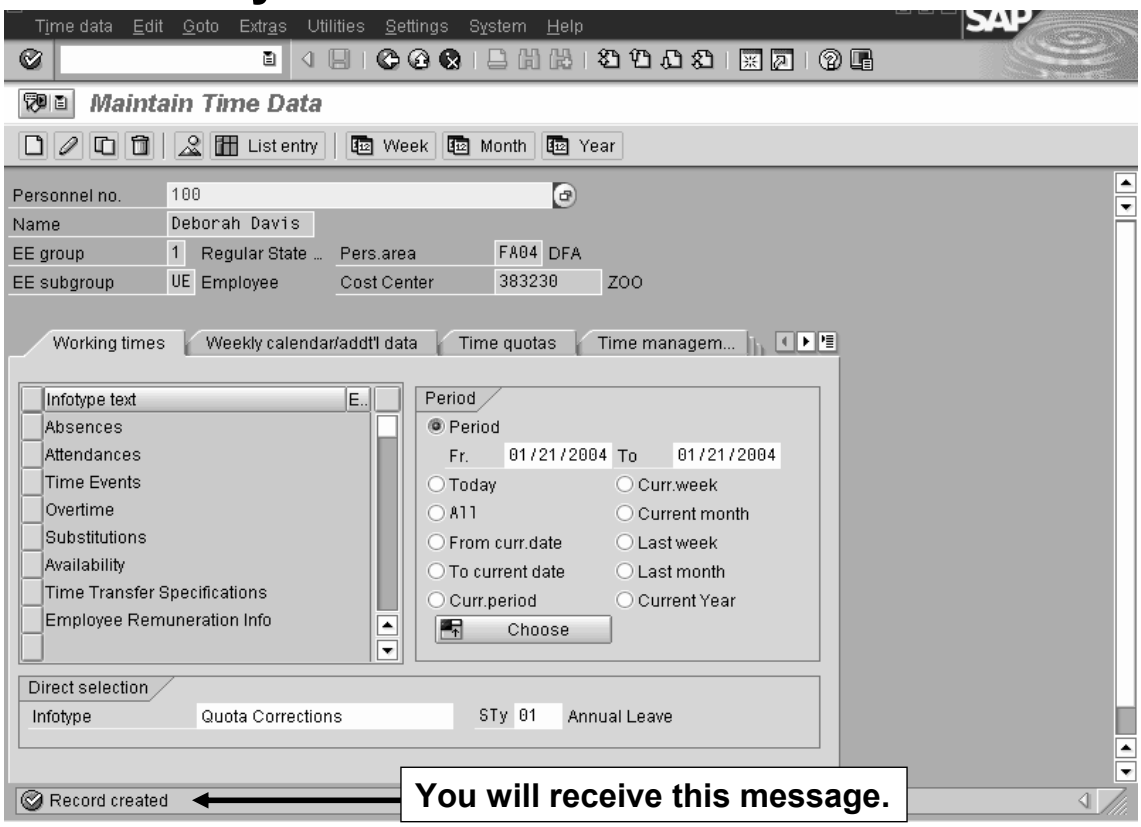
PA61 - System Generated Quota Corrections



PA61 - System Generated Quota Corrections



PA61 - System Generated Quota Corrections



Verify results in Transaction PT50 (Quota Overview) after the next successful time evaluation. After the quota has updated, absence types for the quota can be entered in CATS.

FAMILY MEDICAL LEAVE

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CREATE FAMILY MEDICAL LEAVE QUOTA FACTS

- The Family Medical Leave quota is created in Transaction PA61 (Maintain Time Data) on Infotype 2006 (Absence Quotas) to establish the quota deduction and validity dates.
- To add hours to the Family Medical Leave quota, you must create Infotype 2013 (Quota Corrections).
- A successful time evaluation must occur to update the quota balance before entering absence types in CATS.
- Family Medical Leave cannot be used on the date it is created. The quota must be created using a day prior to the date you will enter the absence type in CATS.
- The end date for Family Medical Leave will always be December 31 of the calendar year you are creating the quota.

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CREATE FAMILY MEDICAL LEAVE QUOTA FACTS

- Always verify quota and balance in PT50 (Quota Overview) before creating quotas, increasing or reducing quotas or making timesheet entries in CATS for Family Medical Leave.
- The Family Medical Leave quota should only be created after the manual approval process occurs.
- Failure to create Infotype 2006 (Absence Quotas) before Infotype 2013 (Quota Corrections) will result in:
  - Multiple lines of Family Medical Leave quota reflected in Infotype 2006 (Absence Quotas), PT50 (Quota Overview) and the Remuneration Statement.
  - A time evaluation error message (20) will generate for each timesheet entry for Family Medical Leave.

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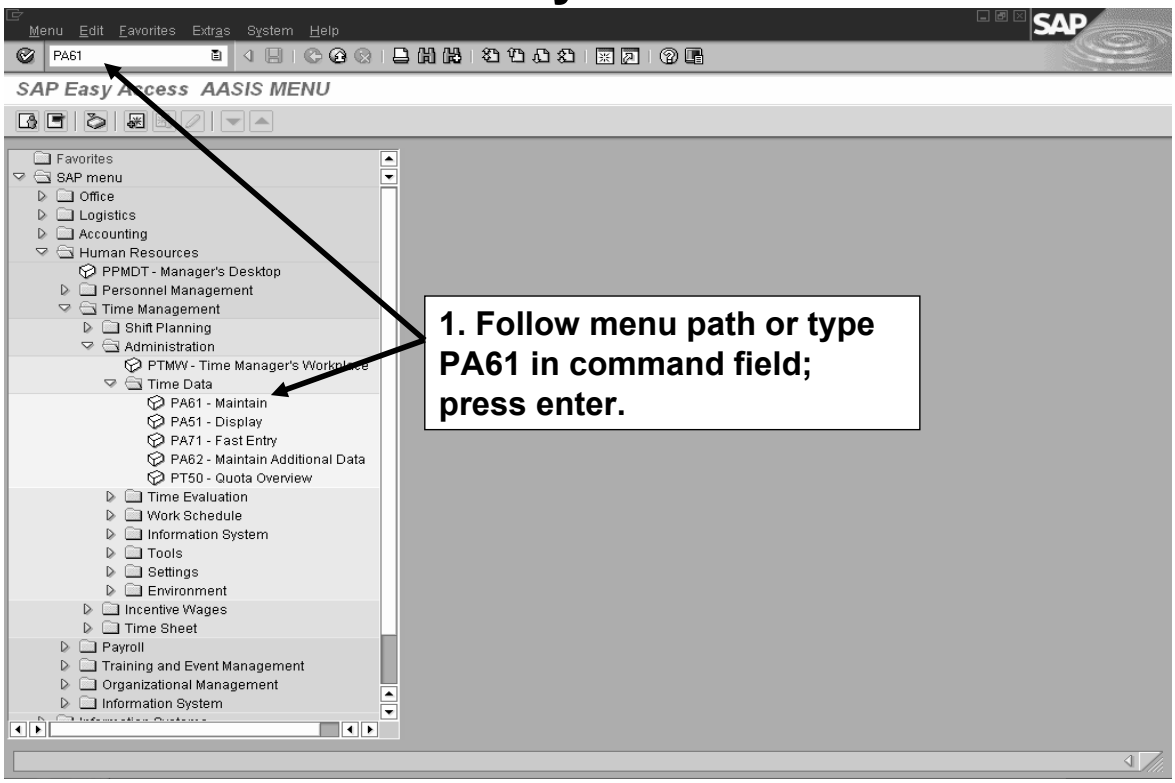
PA61 - Create Family Medical Leave Quota



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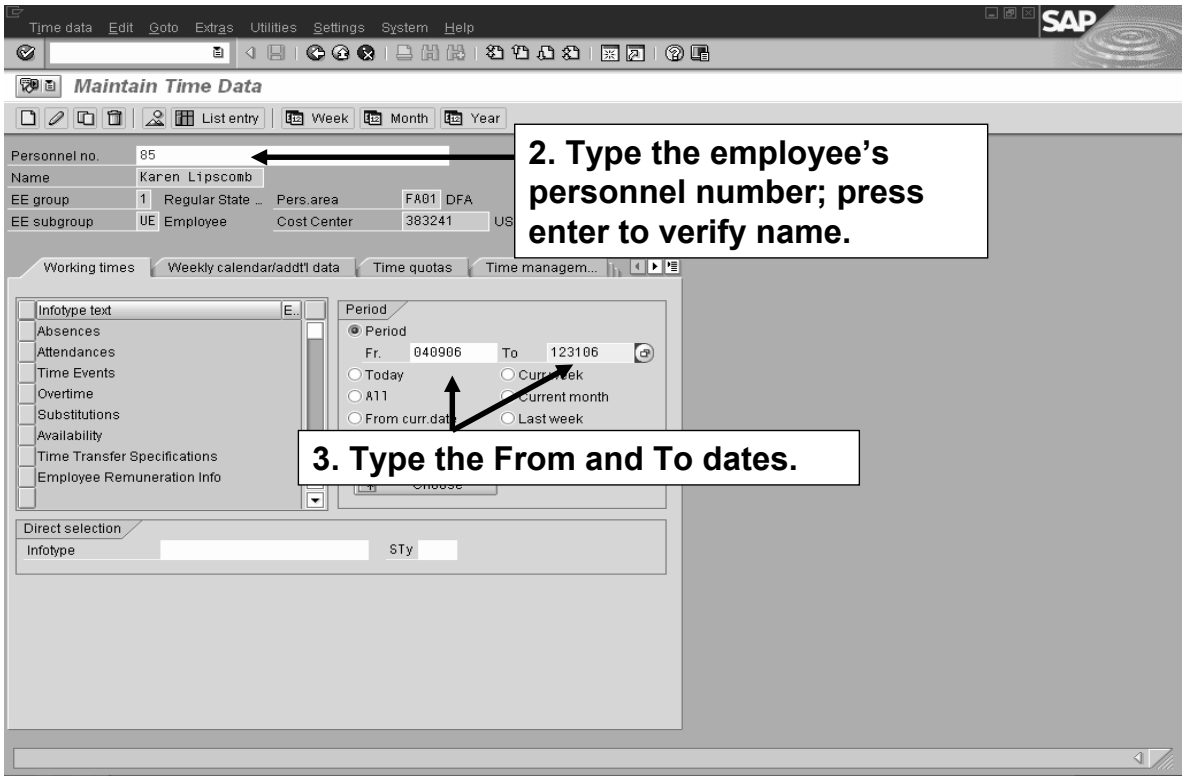
6-21

The menu path is Human Resources > Time Management > Administration > Time Data > Maintain.

PA61 - Create Family Medical Leave Quota



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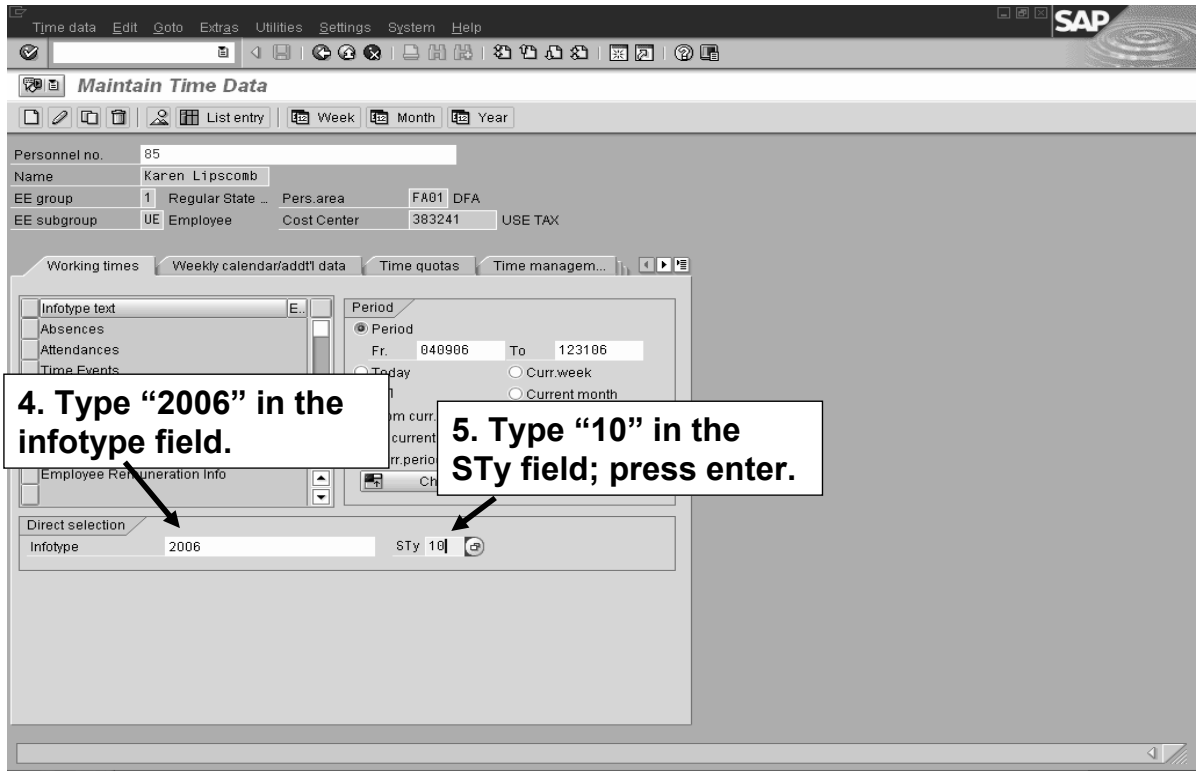
6-22

Family Medical Leave (FML) is created for one (1) calendar year.

Each year an employee is eligible for Family Medical Leave, a new quota must be created.

PA61 - Create Family Medical Leave Quota



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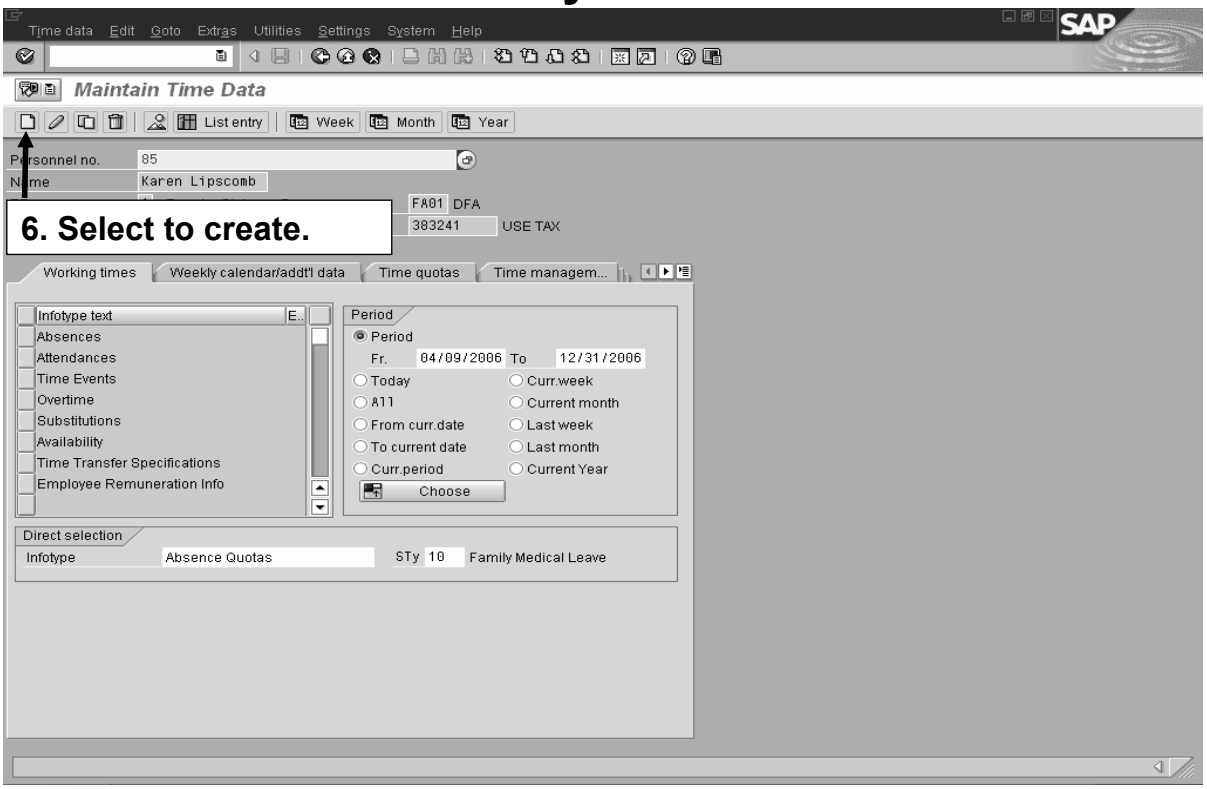
6-23

2006 represents Absence Quota infotype and 10 represents the sub-type Family Medical Leave.

PA61 - Create Family Medical Leave Quota



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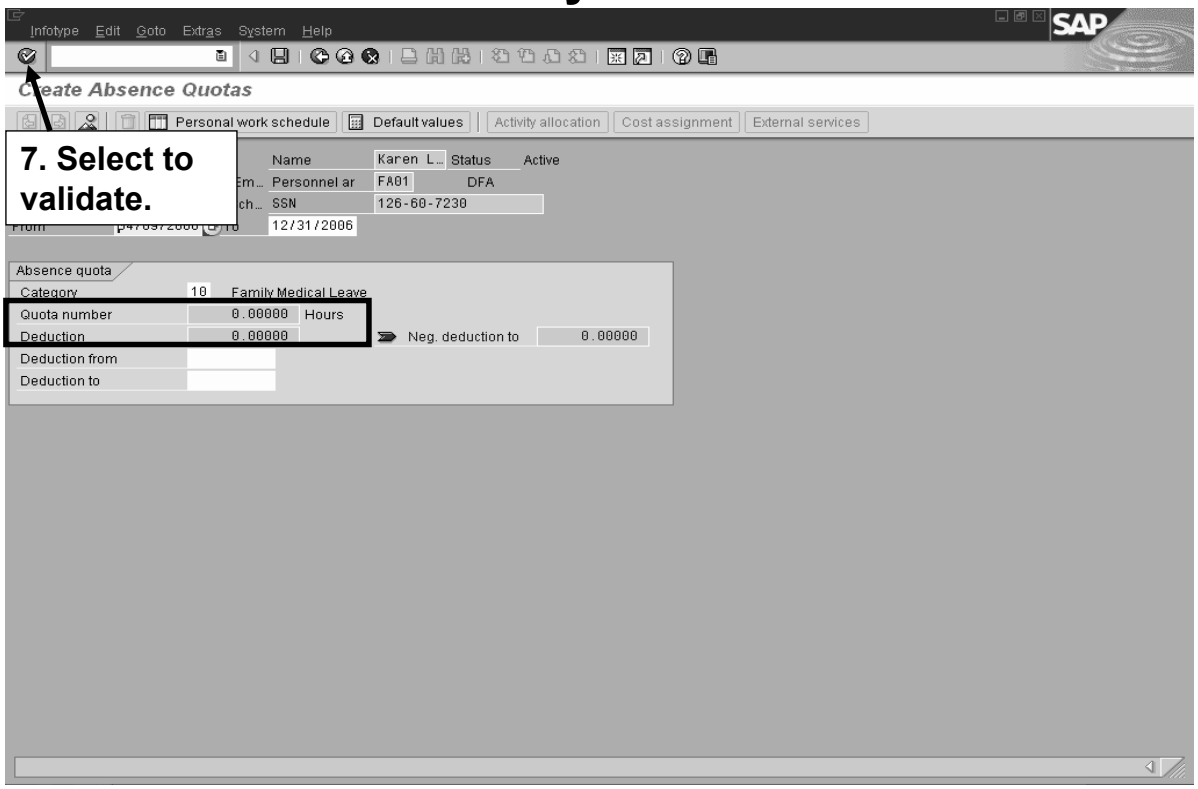
PA61 - Create Family Medical Leave Quota



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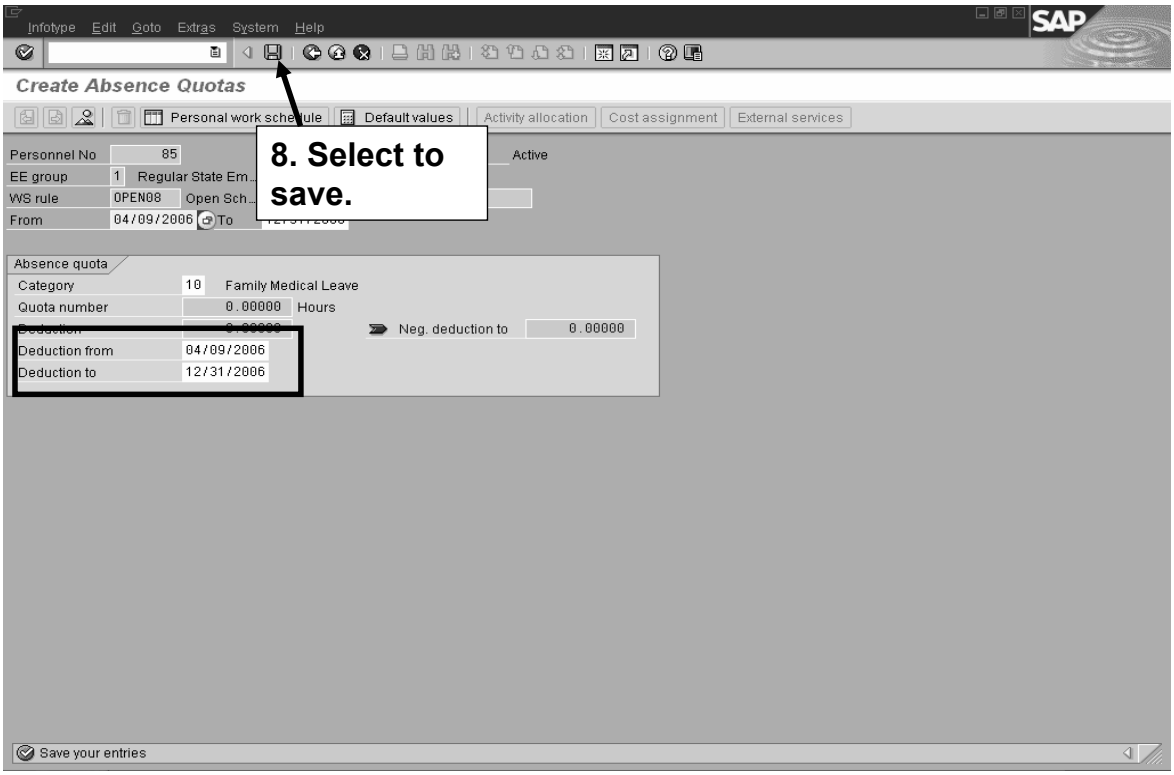
6-25

When creating this quota, the Quota Number and Deduction fields are grayed out and no entries are allowed.

After creation of Infotype 2013 (Quota Corrections) the hours will populate in the 'Quota number' field.

After absence types for Family Medical Leave have been entered into CATS and all time processes are performed, the number of hours used will populate the 'Deduction' field.

PA61 - Create Family Medical Leave Quota



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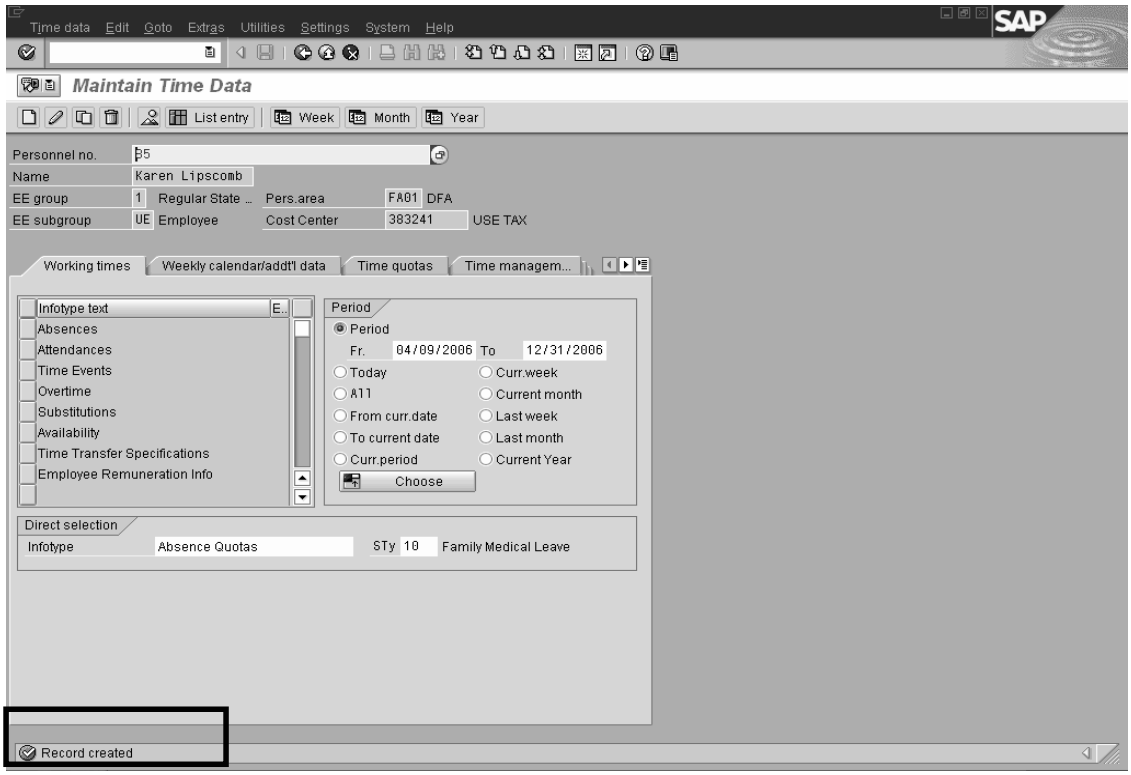
6-26

After you have selected the enter icon , the validity period of the Family Medical Leave record is populated in the 'Deduction From' and 'Deduction To' fields.

PA61 - Create Family Medical Leave Quota



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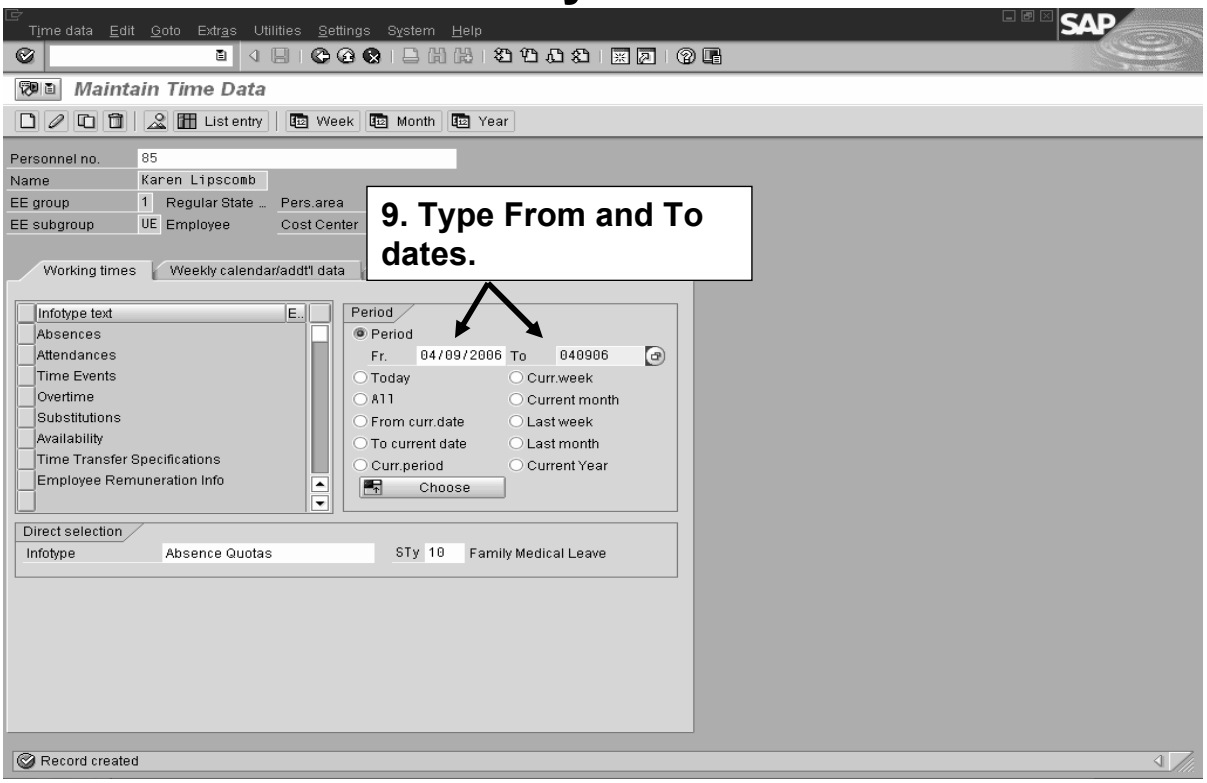
6-27

You should receive the message 'Record created'. Remember you have only created the Family Medical Leave record with a correct valid end date. Infotype 2013 (Quota Corrections) must be created to increase the number of hours.

PA61 - Create Family Medical Leave Quota



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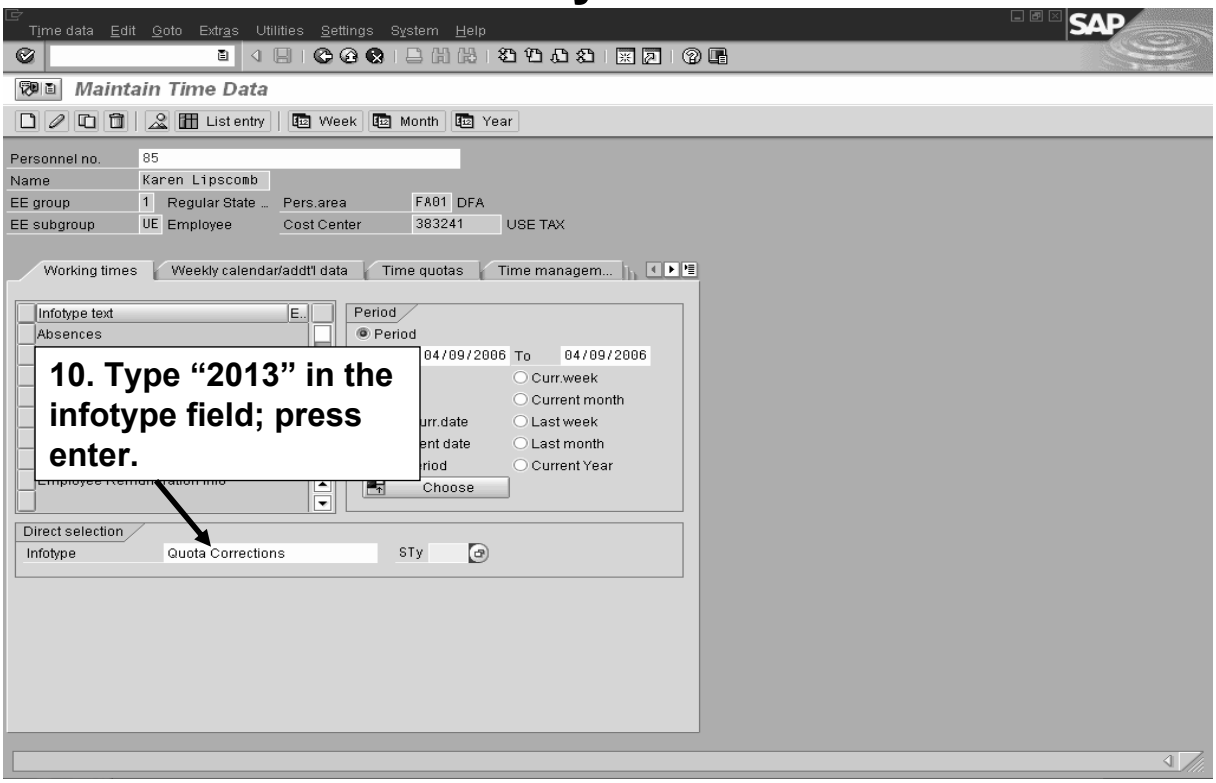
6-28

The From and To date must be the same. If a date is not entered, the current date will default.

PA61 - Create Family Medical Leave Quota



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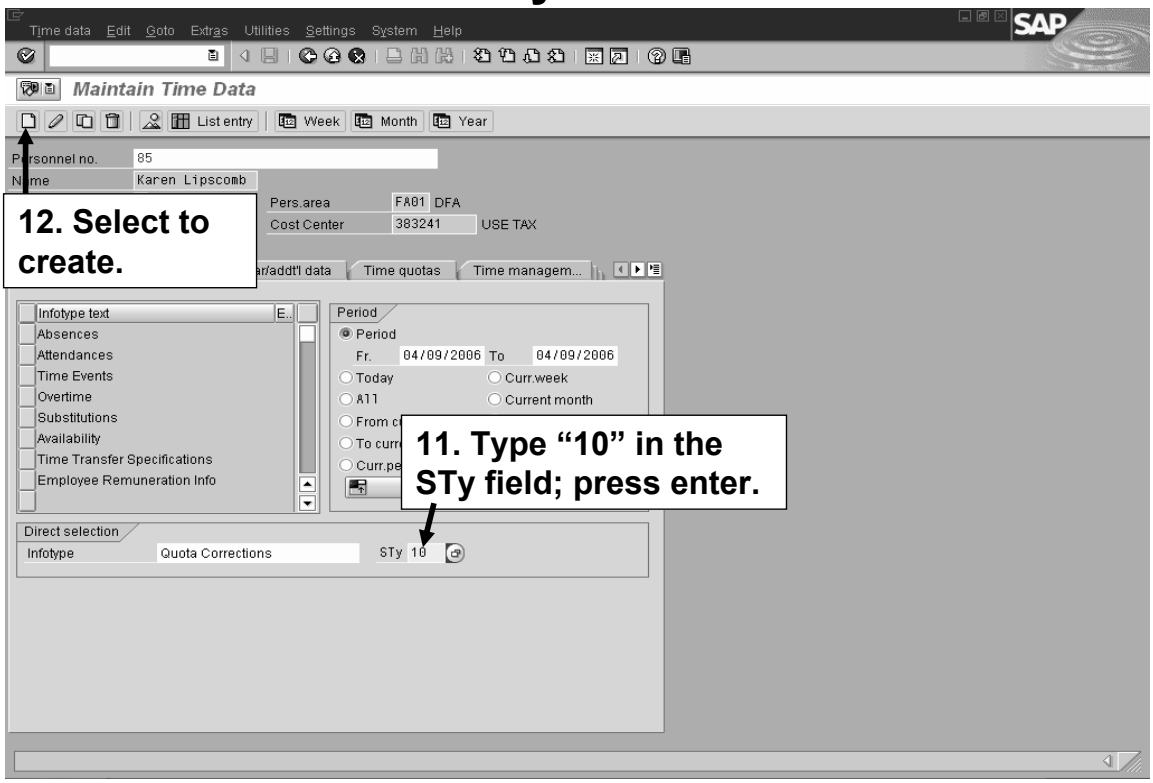
6-29

Infotype 2013 is Quota Corrections.

PA61 - Create Family Medical Leave Quota



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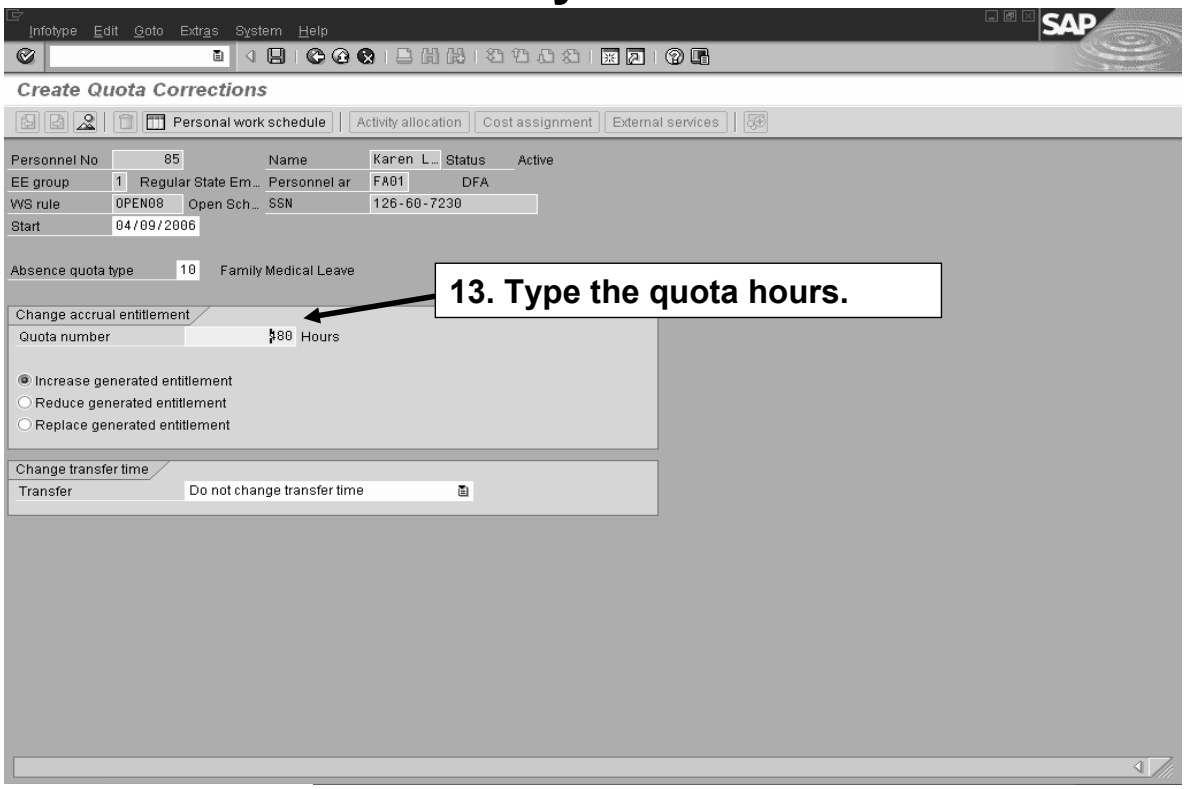
6-30

PA61 - Create Family Medical Leave Quota



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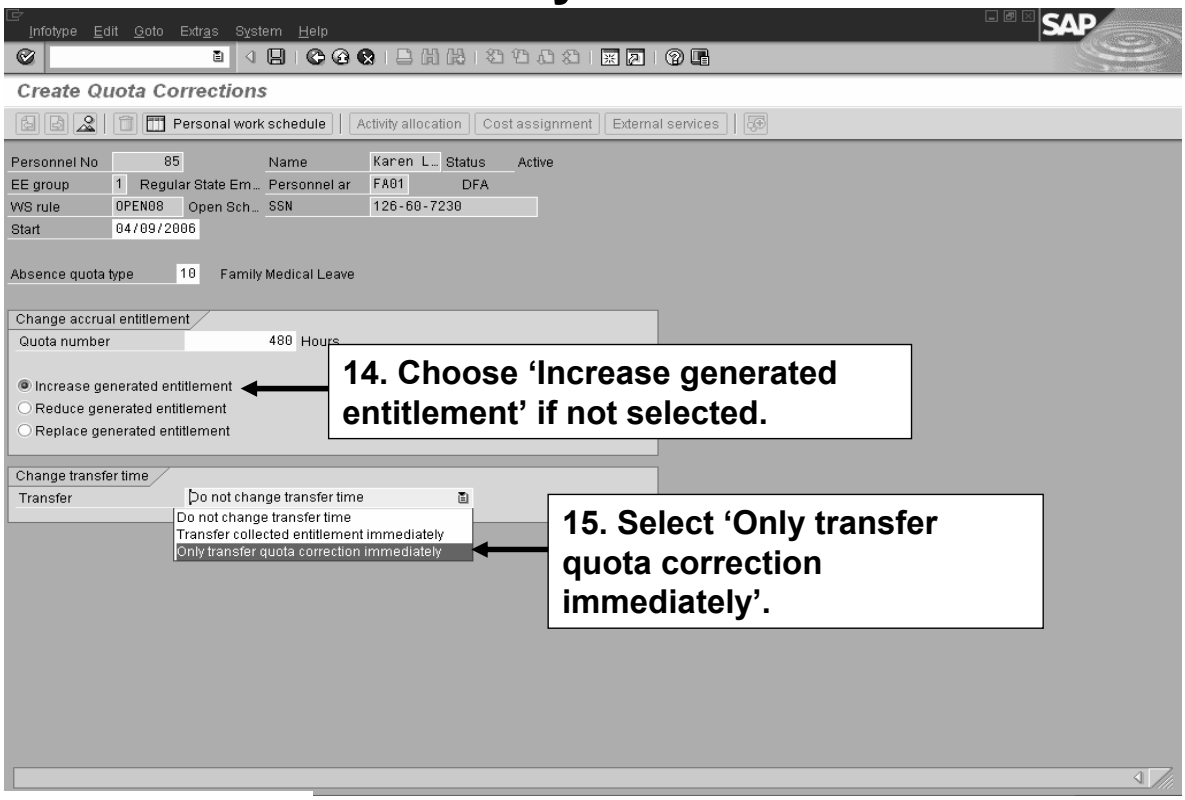
6-31

Standard limit for Family Medical Leave (FML) is 480 hours (12 weeks) during a calendar year. Family Medical Leave is created to allow multiple absence types to be used.

PA61 - Create Family Medical Leave Quota



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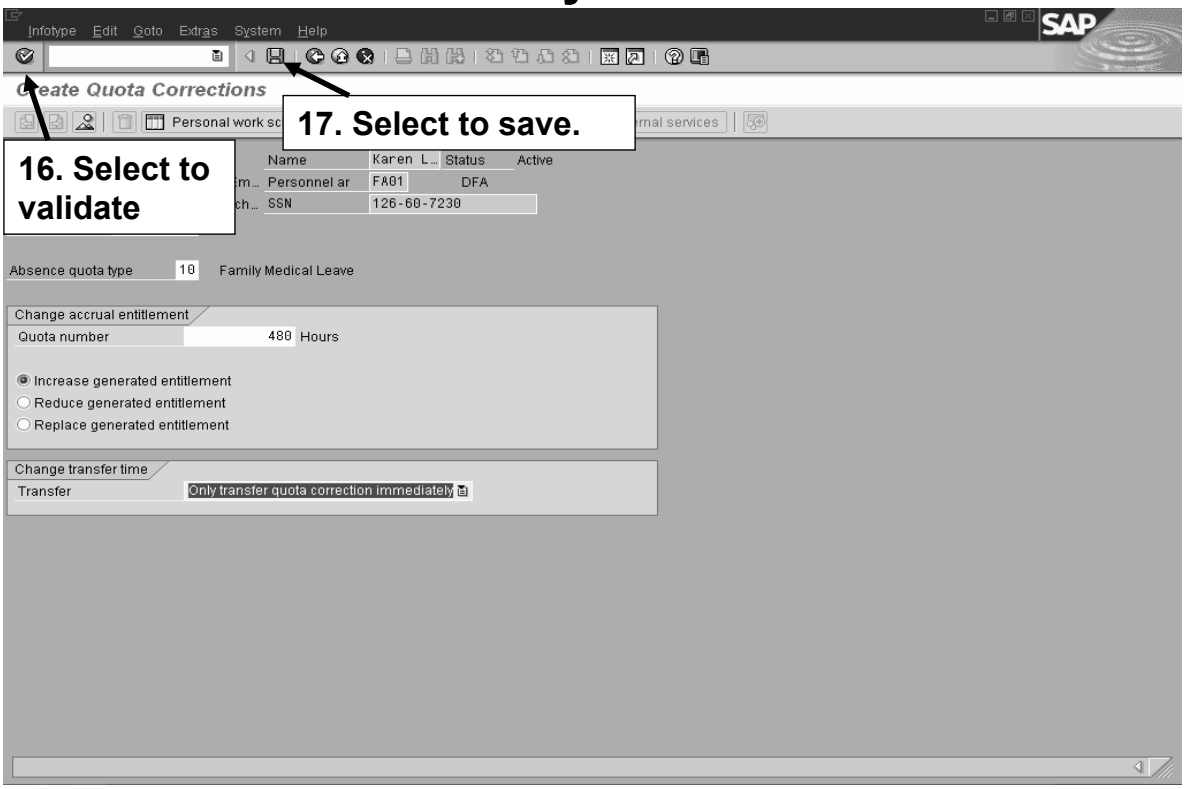
6-32

PA61 - Create Family Medical Leave Quota



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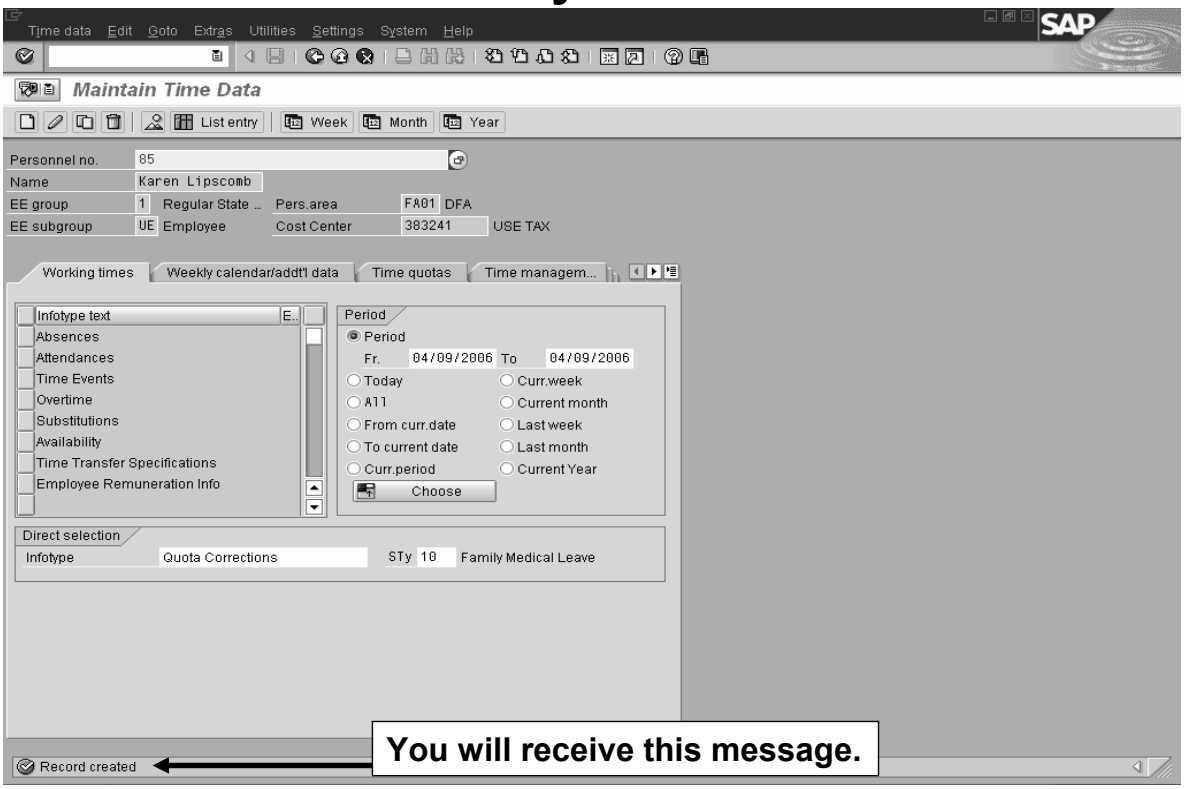
PA61 - Create Family Medical Leave Quota



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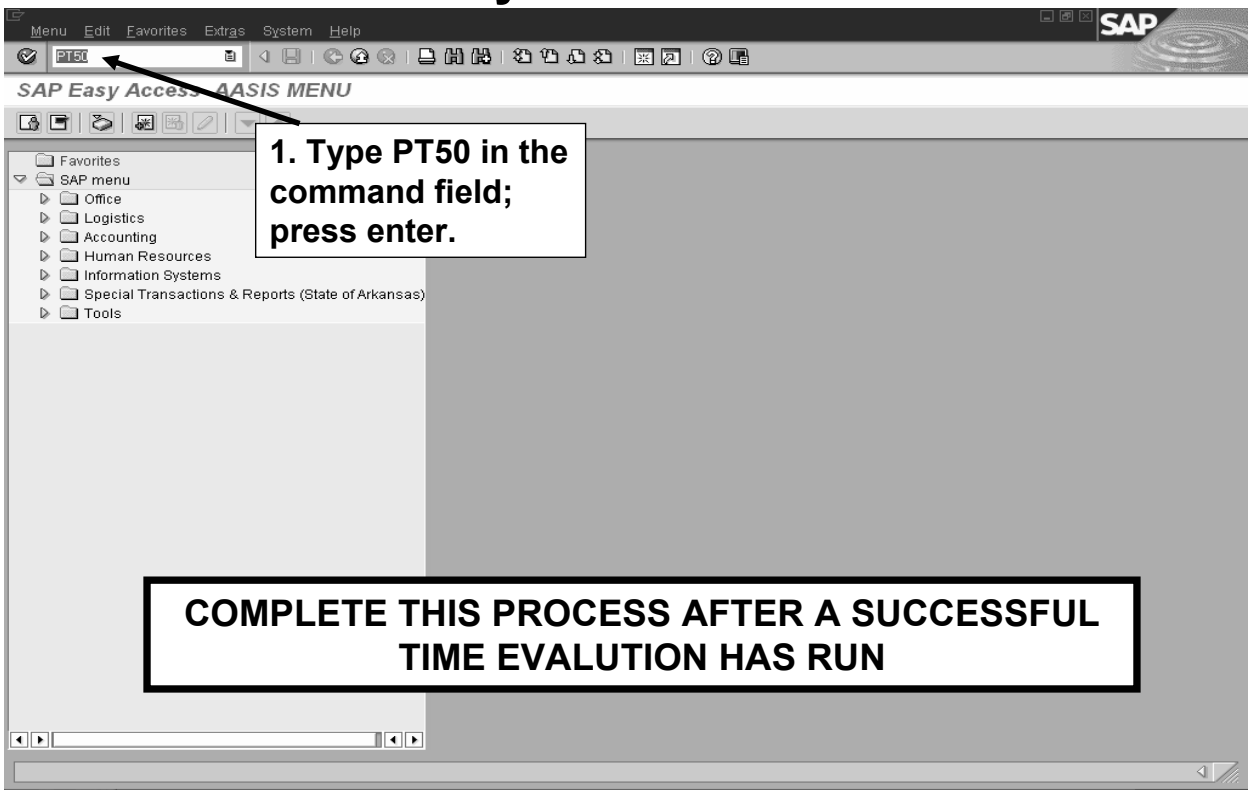
6-34

Remember Family Medical Leave will not be available for use until a successful Time Evaluation has run.

PT50 - Family Medical Leave Quota



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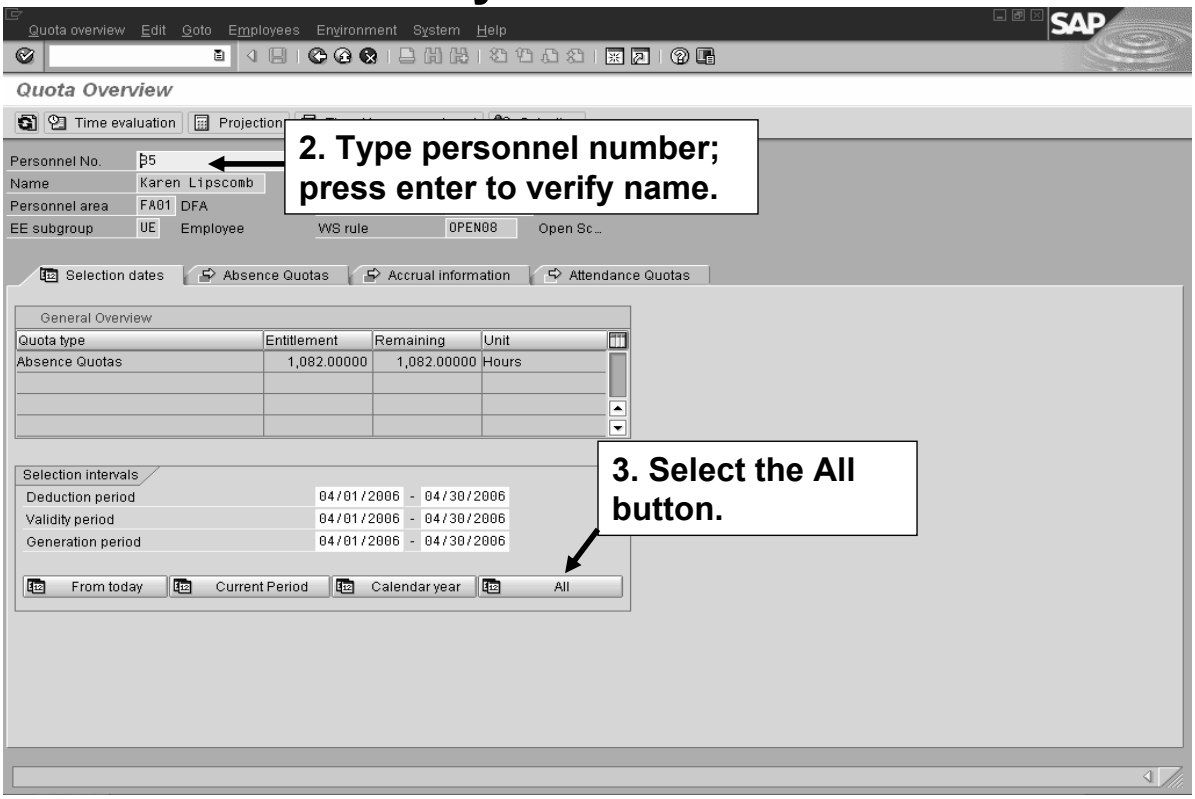
6-35

PT50 - Family Medical Leave Quota



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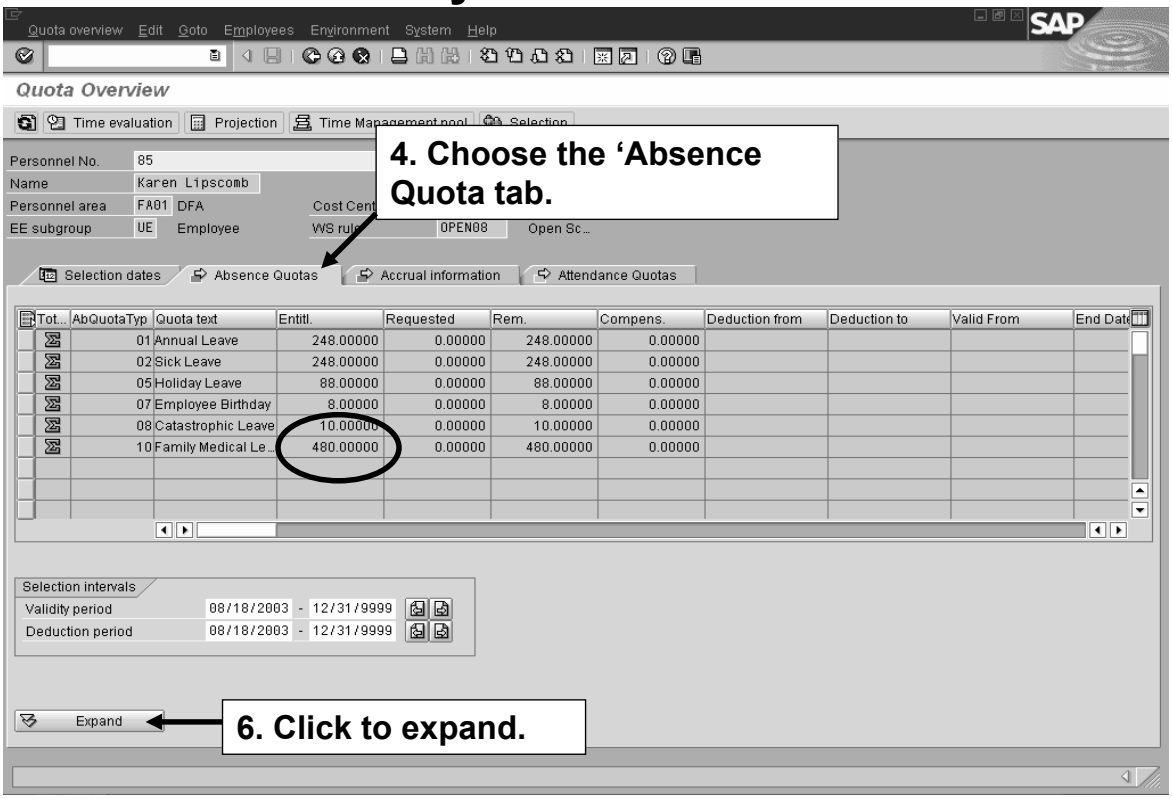
6-36

PT50 - Family Medical Leave Quota



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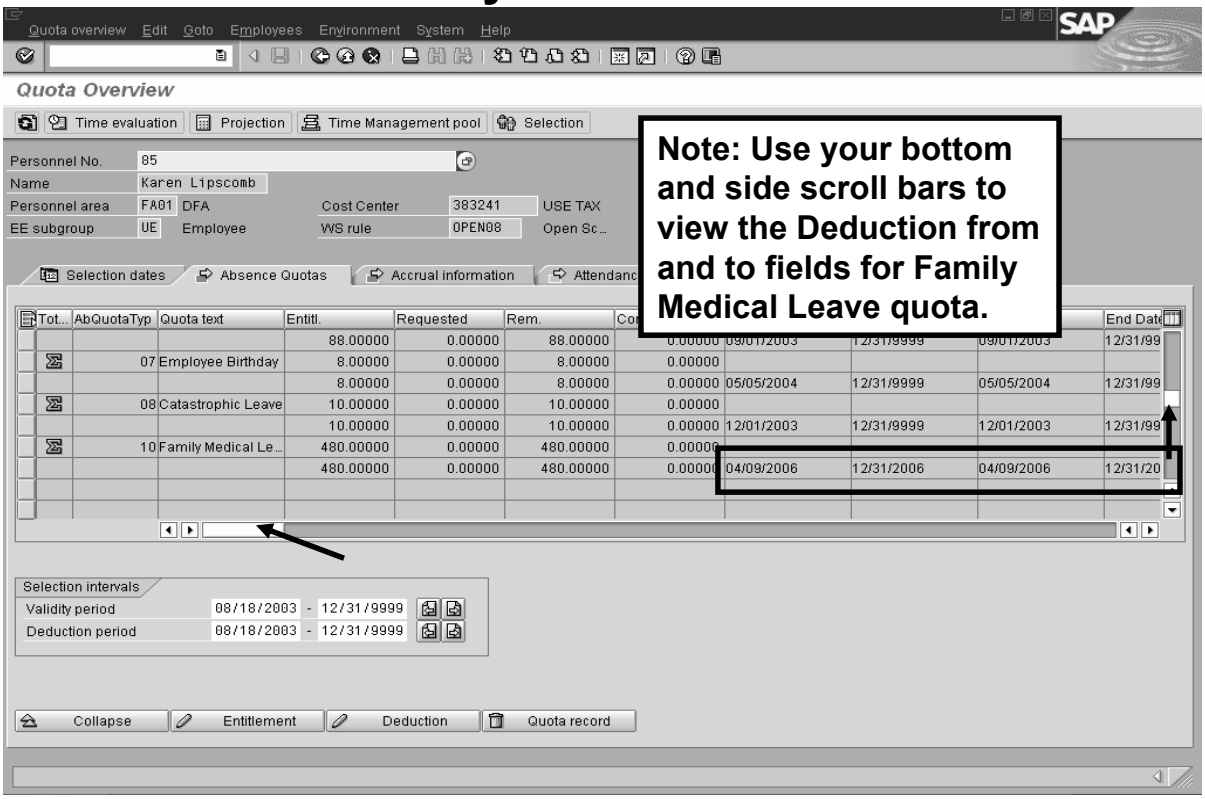
6-37

You will be able to view the total hours of Family Medical Leave (FML) the employee is entitled.

Note: Click the expand button to verify the validity of the record.

PT50 - Family Medical Leave Quota



Note: Use your bottom and side scroll bars to view the Deduction from and to fields for Family Medical Leave quota.

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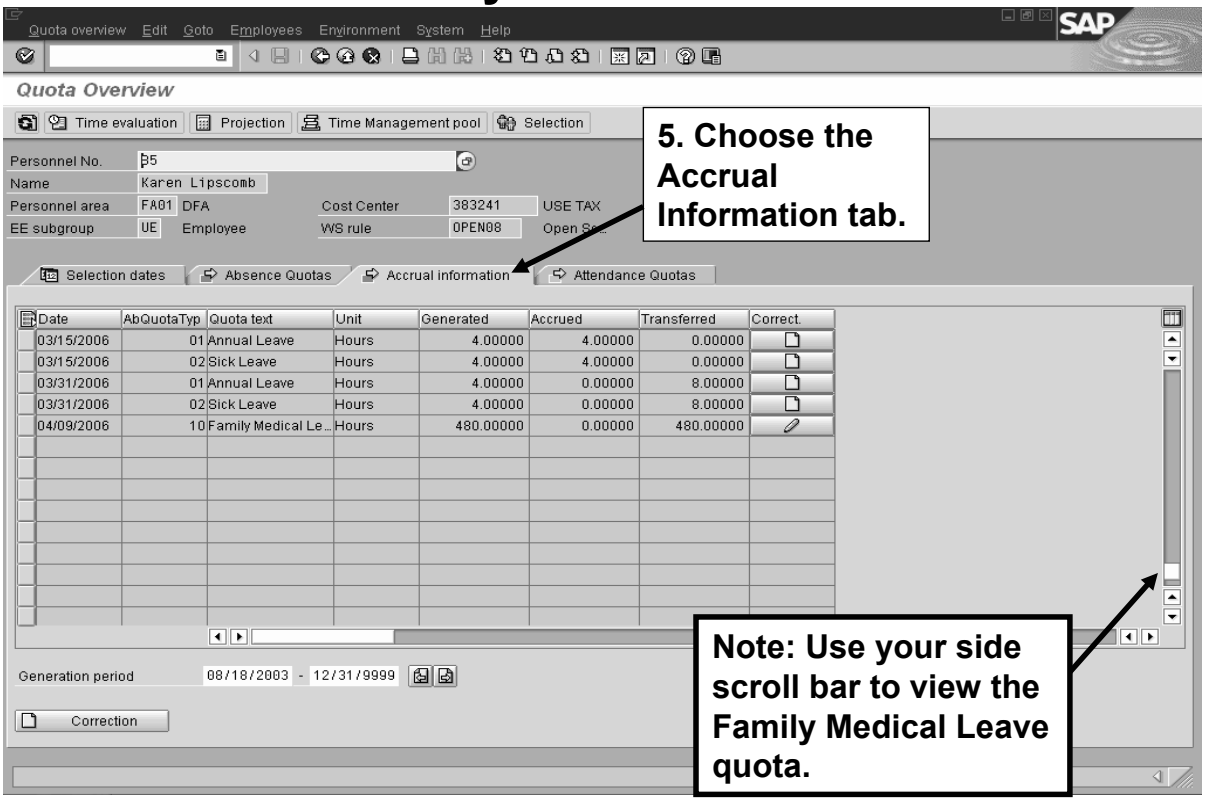
6-38

PT50 - Family Medical Leave Quota



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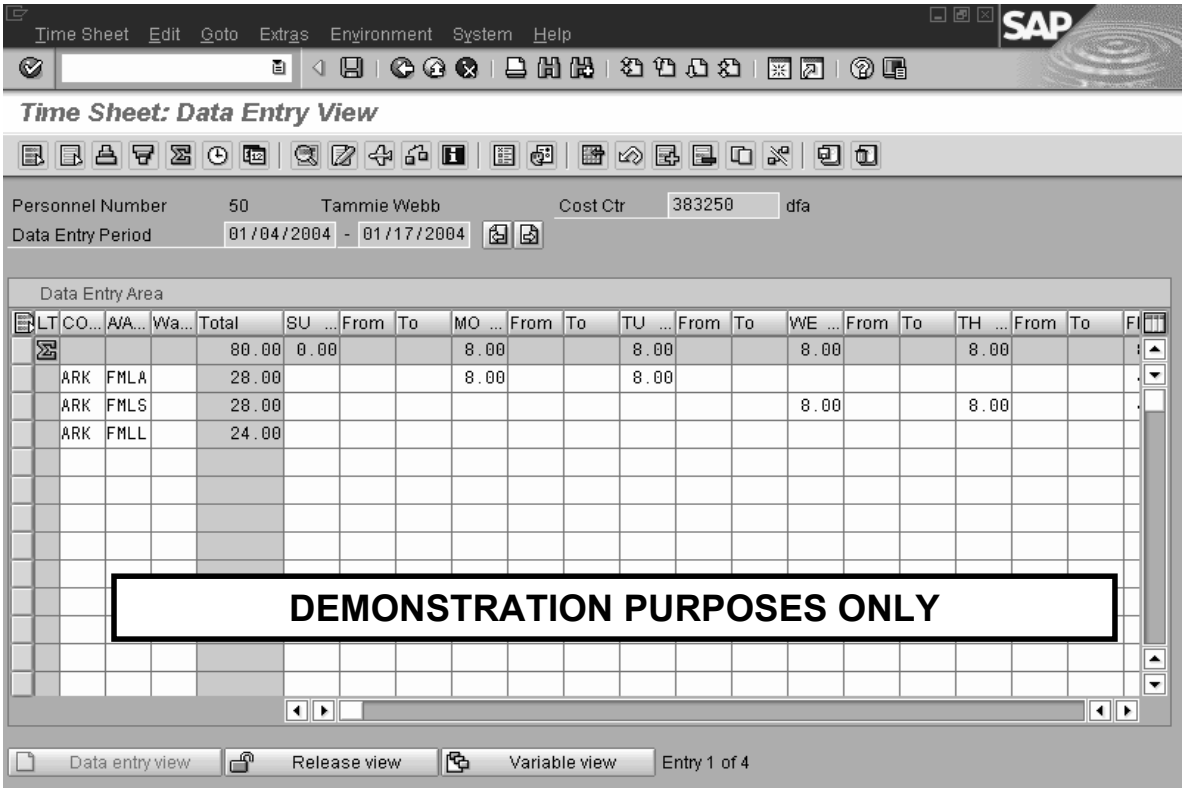
6-39

System Generated Quota Corrections - FMLA



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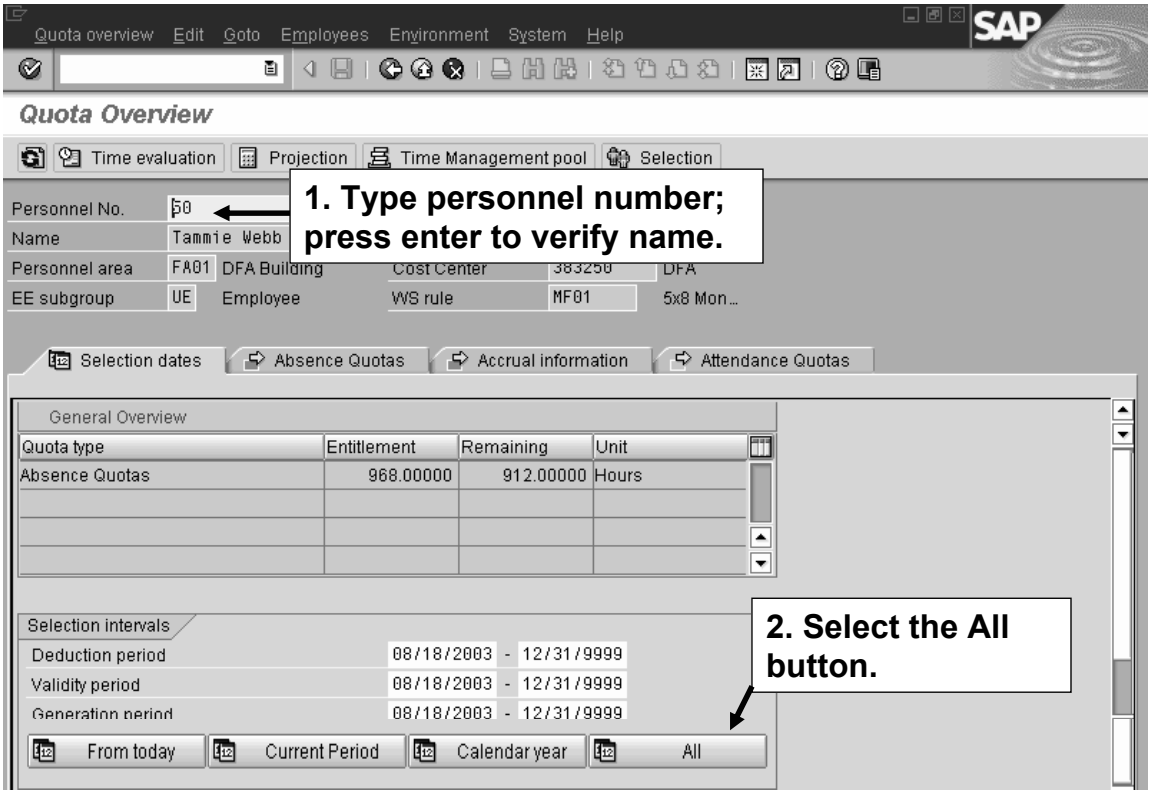
6-40

After the quota has been created and a successful time evaluation has run, the time management personnel may enter the appropriate Family Medical Leave absence type on the CATS time sheet. **Please review QRC Guide in HRTRC courseware for a complete list of absence types.**

Once the leave has been approved, transferred and evaluated, you can view how the leave is deducted on PT50 – Quota Overview.

System Generated Quota Corrections - FMLA



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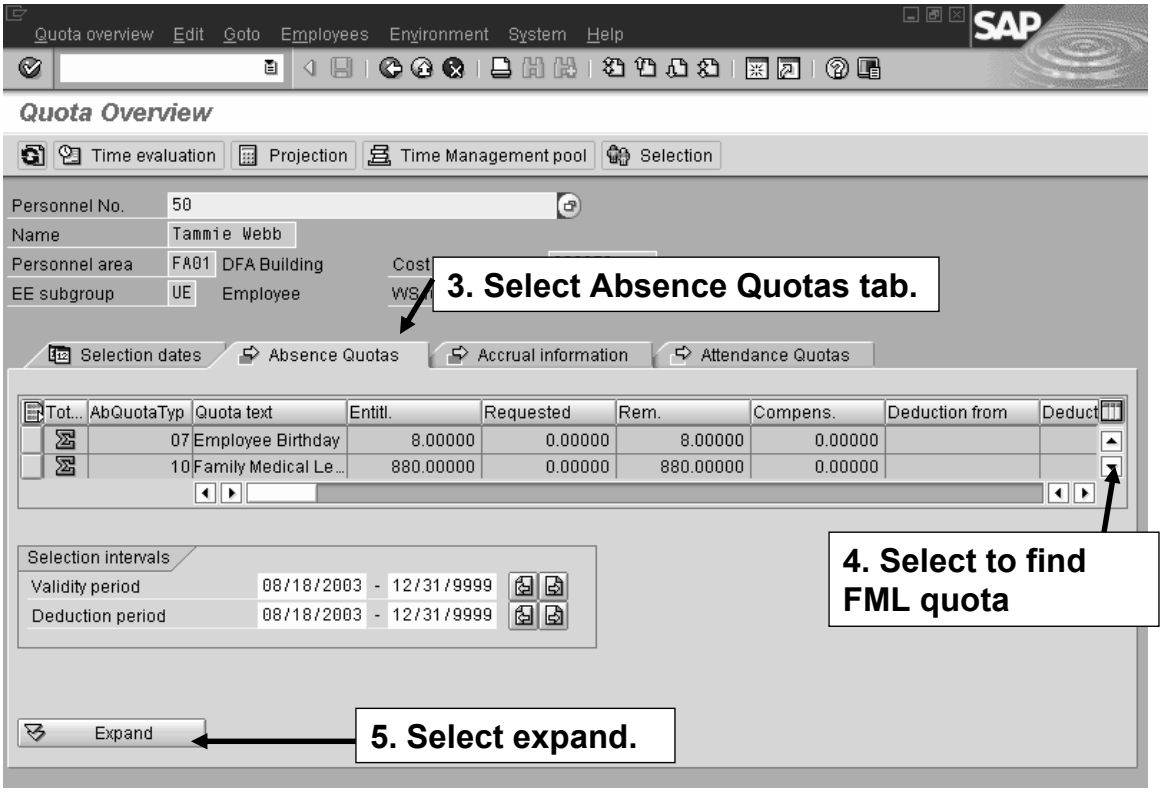
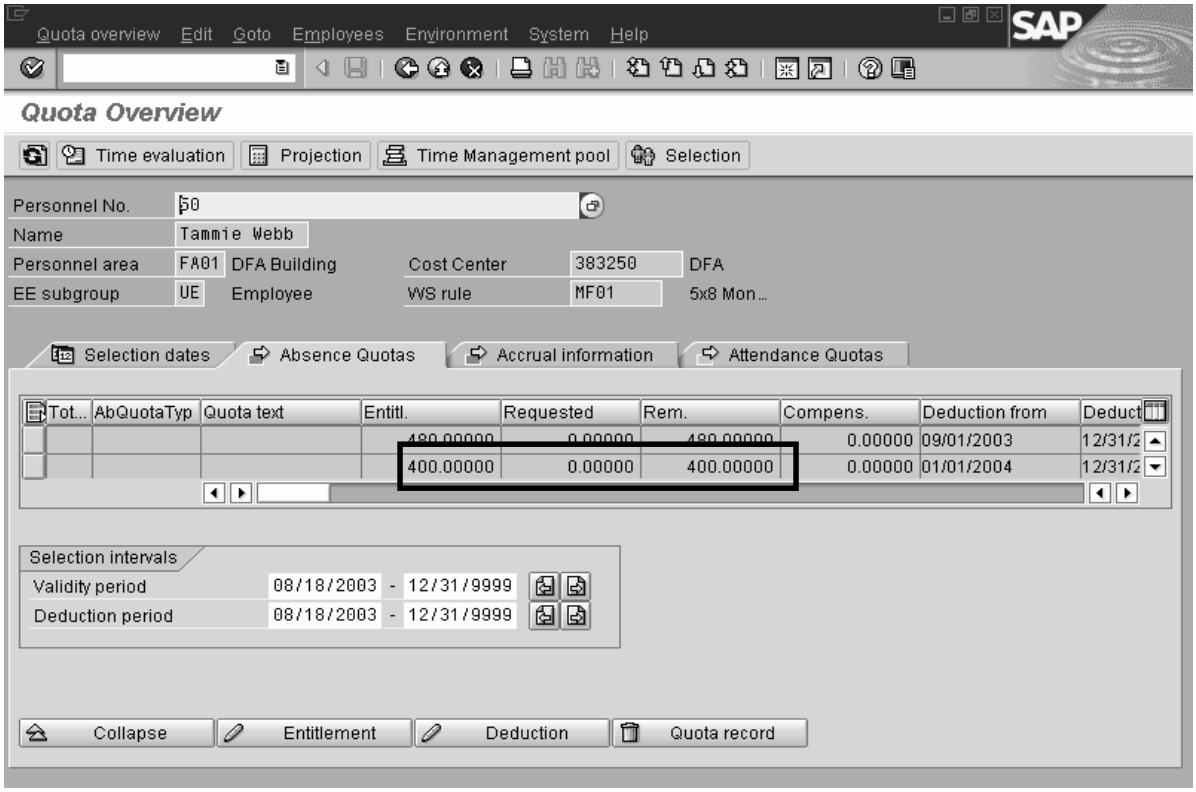
6-41

These examples are to show how Family Medical Leave is deducted once the employee has used hours from the quota.

System Generated Quota Corrections - FMLA



System Generated Quota Corrections - FMLA



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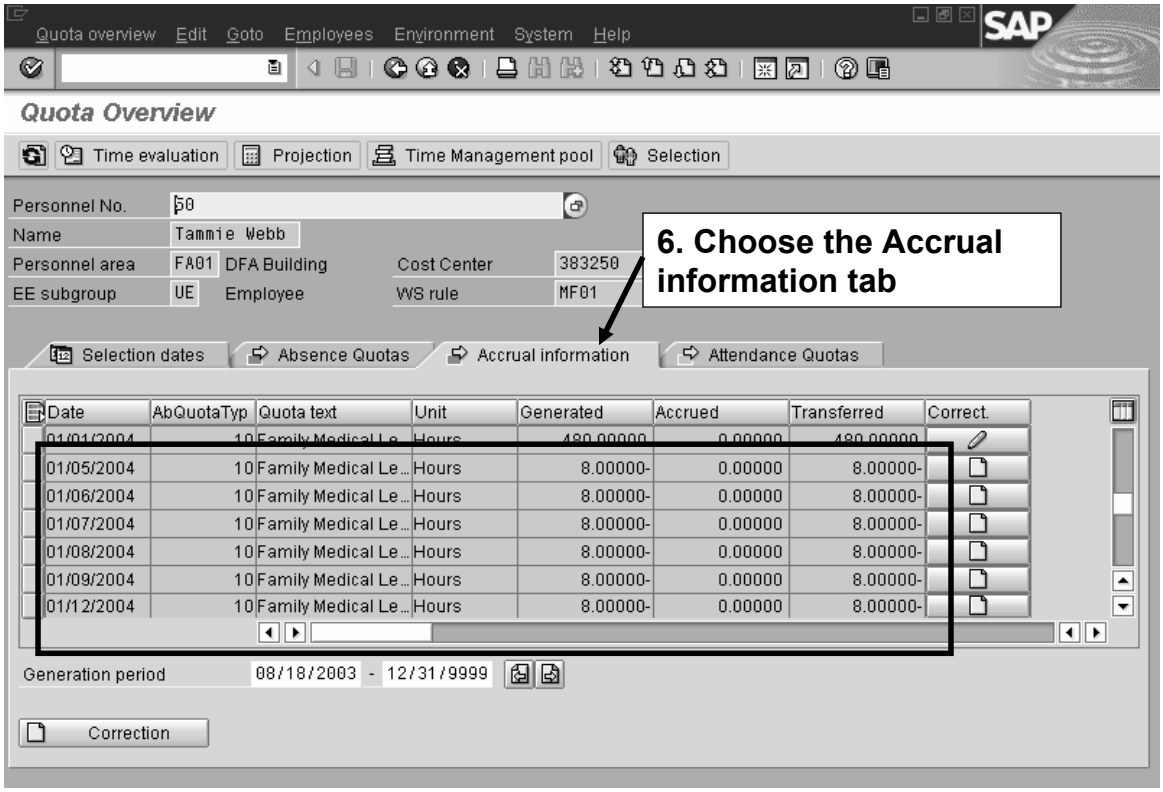
04/13/06 Revised to V3

6-43

The entitlement and remaining column is automatically reduced each time an employee is absent from work using the Family Medical Leave absence types. All absence types related to the Family Medical Leave will reduce the entitlement balance.

System Generated Quota Corrections - FMLA



For each day that was recorded into CATS for Family Medical Leave, after a successful time evaluation, the system will generate and transfer hours with a minus (-) sign indicating hours used.

Click the cancel icon to return to the main menu.